

RULES

governing the recruitment of participants

for the 2018 edition of the "In Between?" project

In 2018, the international project entitled "In Between?" organised by the European Network Remembrance and Solidarity includes the delivery of **study visits** for young persons to 2 regions (Rijeka and South Moravian Region). Before going to one of the aforementioned regions, the participants will be invited to **workshops** in oral history documentation and material archiving. During the study visits, the participants will have the task of interviewing representatives of the local communities, documenting oral histories and digitising home archives.

These rules, hereinafter the "**Rules**", spell out the rules of participant recruitment for the workshops and study visits delivered in the context of one edition of the "In Between?" project to be held **from 9 to 19 July 2018**.

Article 1. GENERAL CONDITIONS OF RECRUITMENT

1. The Organiser of this Recruitment ("**Recruitment**") shall be the Institute of the European Network Remembrance and Solidarity with its registered seat in Warsaw ("**Organiser**").
2. The workshops and study visits shall take place on 9-19 July 2018, and shall be hereinafter referred to as the "**Project**".
3. The goal of the Recruitment is the selection of the participants ("**Participant**") of the Project.
4. The Recruitment shall be open exclusively to **adults** ("**Candidate**"), who:
 - a) **are younger than 26 years of age on 8 July 2018;**
 - b) show a knowledge of English of at least the C1 level (in accordance with the Common European Framework of Reference for Languages of the Council of Europe),
 - c) know one of the following languages (depending on the edition and region of the Study Visit):

<i>Region</i>	<i>Language</i>
Rijeka	Croatian, Serbian, Bosnian, Italian, Venetian, Czech, Macedonian, Albanian, Slovene, Hungarian, German
South Moravian Region	Czech, Slovak, German

- d) are citizens of European countries.
5. The age of majority shall be ascertained under the law of the country of which the Candidate is citizen.
 6. The Recruitment shall not be open to the Organiser's employees and their families as well as persons actively involved in the organisation of the Recruitment or the Project.

Article 2: FORMAL APPLICATION REQUIREMENTS

1. The Candidate shall apply to be considered in the Recruitment ("**Application**") by means of an electronic form available on the "In Between?" webpage www.enrs.eu/inbetween **by 7 May 2018**.
2. The Application shall include a correctly completed Project application form, also including declaration to ascertain that once qualified for the Project, the Candidate shall conclude the agreement specified in Article 4(4).
3. The Candidate shall be obliged to produce the Application in English.
4. A single Candidate shall be entitled to submit a single Application.

Article 3: RECRUITMENT PROCESS

1. The Recruitment for the Edition shall be executed in two stages:
 - a) Stage One shall consist in the evaluation of the Applications by the Selection Team. That stage shall result in a list of at least 24 Participants qualifying for Stage Two;

 - b) Stage Two shall consist in an interview conducted by the Skype communicator to verify such aspects as the Candidate's motivation, his/her research interests, knowledge of history as well as English and/or the other foreign languages declared by the Candidate as known in the application form. The interviews shall be conducted by members of the Selection Team.

2. The Organisers shall reject Applications which:
 - a) contradict the Rules;

 - b) violate social mores, in particular those offensive, vulgar, obscene, falsifying the historical truth, etc;

c) violate legislation in force, in particular copyright and derivative rights or the right of publicity.

3. The Selection Team shall consist of the Organiser's employees. The Team shall be chaired by an Organiser's employee nominated by Organiser.
4. The Selection Team shall assess the Applications submitted in the Recruitment process. The Selection Team shall assess the following aspects and on the basis of the following criteria:

<i>Criterion</i>	<i>Aspect description</i>	<i>Weight</i>	<i>Number of points</i>
Motivation	<p>Assessment of how much the goals of the Project match the interests, expectations and personal development plans of the Candidate</p> <p>§ What are the sources motivating the Candidate to participate in the Project?</p> <p>§ What are the sources motivating the Candidate to select this particular region?</p> <p>§ To what degree is the Candidate's willingness to take part in the Project linked to his/her research and personal interests?</p> <p>§ Would the Candidate like to use the experience of his/her participation in the Project in further personal, scientific and/or artistic development?</p> <p>§ If so, how?</p> <p>§ What would the Candidate like to contribute to the Project?</p>	4	0-4
Knowledge and experience	<p>Assessment of the level of the Candidate's readiness to participate in the Project</p> <p>§ How advanced is the Candidate's theoretical knowledge concerning the historical, cultural and social context of the selected region?</p> <p>§ How advanced is the Candidate's theoretical knowledge concerning doing historical research by means of the oral history method?</p> <p>§ Has the Candidate already participated in historical, anthropological or sociological research projects, with special focus on doing research by means of the oral history method?</p>	2	0-4

Technical abilities	<p>Assessment of the level of the Candidate's readiness to participate in the Project in terms of technical aspects</p> <p>§ How advanced is the Candidate's theoretical knowledge concerning techniques of visual and audiovisual documentation? (photography, film, sound recording and processing)</p> <p>§ Does the Candidate have experience in preparation of visual and/or audiovisual documentation on his/her own?</p>	2	0-4
Foreign languages	<p>Assessment of the number and knowledge of foreign languages</p> <p>§ What is the Candidate's declared level of English?</p> <p>§ What is the Candidate's declared level of one of the foreign languages listed in the table in Article 1(4)(c) of the Rules?</p> <p>§ Does the Candidate know more than one of the foreign languages listed in the table in Article 1(4)(c) of the Rules?</p> <p>§ Does the Candidate declare knowledge of other language?</p> <p>§ At what level?</p>	3	0-4
Maximum number of points			44

5. The outcome of the Recruitment shall be announced on the website www.enrs.eu/inbetween, not later than **on 4 June 2018**. The Participants shall be additionally notified of the Recruitment outcome by an email sent to the address indicated in the Application.
6. At least 12 Participants shall be selected from the Project Candidates.
7. In contentious matters, in particular the equal number of points awarded to more than one Candidate, the opinion of the Chairman of the Evaluation Team shall be decisive.
8. Should any of the Participants be struck off the list or withdraw from Project participation, the Organisers shall indicate Participants from the reserve list following the point-based ranking list drafted by the Selection Team.
9. The Participants have understood that submitting the Application shall be tantamount to consenting to the provisions of these Rules and acceptance thereof.
10. The Participation in the Project shall cover the entire Project, i.e. both the Study Visits and the workshops. The Organisers do not foresee the Participants taking part in one Project part only.

11. In case of the Participant's failure to conform to the provisions of the Rules, the Organiser may decide to exclude the Participant from the Project. The Organiser's decision shall be irrevocable.

Article 4: PARTICIPANT'S OBLIGATIONS

1. During the Study Visits, the Participant shall be obliged to creatively perform the tasks discussed during the Workshop and after the Study Visit to draft a summary report summing up the course of the Study Visit.
2. The summary report referred to in paragraph 1 should be drafted in agreement with the Organiser and the other Participants of a given Study Visit.
3. The summary report of the course of the study visit should include a transcript and synopsis of at least one interview conducted by the group during their Study Visit.
4. The Organiser shall conclude a separate agreement with each of the Participants, with the following commitments laid out on the part of the Participant:
 - a) the commitment to fully participate in the Project, i.e. in the Workshop and the Study Visit, as well as to conform to the Organiser's recommendations and all safety and,
 - b) the commitment to cover the costs of the Participant's insurance against personal accidents for the duration of the Project in the place(s) where it is carried out;
 - c) the commitment to submit, within a deadline set in the Agreement, documents necessary for the Organiser's reimbursement, onto the Participant's bank account, of the incurred travel costs referred to in Article 4(5) of the Rules;
 - d) the commitment to draft a report as his/her own summary of the Project;
 - e) the commitment to transfer, free of charge, the entirety of the author's economic rights and derivative rights, including the rights to execute derivative rights, to all the works authored by the Participant created as part of Project delivery;
 - f) granting, free of charge, the Participant's consent to dissemination of his/her image recorded in the context of Project delivery, with no time and territorial constraints whatsoever, for the purposes of the organisation and promotion of the Study Visits.

Article 5: FINANCIAL MATTERS

1. The Organisers shall cover the costs of the Participants' accommodation during the delivery of the Project as well as the costs of the Participants' transport from the place of workshop delivery (Warsaw) to the respective regions for which they have been qualified.
2. The Organisers shall cover the costs of the Participant's travel from his/her place of residence (declared by the Candidate in the application form) to the place of workshop delivery (Warsaw) at the following amounts:

up to 80 PLN, gross (or its equivalent in another currency as per the exchange rate of the National Bank of Poland on the travel ticket purchase day)	In case of a distance calculated in a straight line between the place of residence and the place of workshop delivery of from 10 to 99 km*
up to 250 PLN, gross (or its equivalent in another currency as per the exchange rate of the National Bank of Poland on the travel ticket purchase day)	In case of a distance calculated in a straight line between the place of residence and the place of workshop delivery of from 100 to 699 km*
up to 400 PLN, gross (or its equivalent in another currency as per the exchange rate of the National Bank of Poland on the travel ticket purchase day)	In case of a distance calculated in a straight line between the place of residence and the place of workshop delivery of from 700 km to 1,199 km*
up to 600 PLN, gross (or its equivalent in another currency as per the exchange rate of the National Bank of Poland on the travel ticket purchase day)	In case of a distance calculated in a straight line between the place of residence and the place of workshop delivery of over 1,200 km*

*in accordance with the distance calculator available at: http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4

3. The Participants shall undertake to travel from the place of the Study Visit to their respective places of residence at their own expense.
4. In justified cases, the Organiser may grant co-funding of the Participant's travel costs from the place of the Study Visit to his/her place of residence up to 600 PLN, gross (or its equivalent in another currency as per the exchange rate of the National Bank of Poland on the travel ticket purchase day).
5. The Organiser shall cover the costs referred to in paragraph 2 exclusively on the basis of the correctly completed form and plane, train and/or coach/bus tickets delivered to the Organiser not later than **within 10 working days after the end of the journey**. After that date, the Participant shall be no longer entitled to travel expense reimbursement.
6. The Participants shall undertake to reach the place of the Workshop delivery (Warsaw) not later than **at 10 am on 9 July 2018**.

7. The Organiser will not cover banking fees or other additional costs which might occur due to financial transactions.
8. The Organiser shall not be held liable for any damage to the property or person of the Participant, in particular the Organiser shall not be liable for any possible injuries or unfortunate accidents sustained by the Participant or any other accidental events which may occur over the course of Project delivery.
9. The Participants shall be obliged to insure themselves, at their own expense, against personal accidents and civil liability, for the entire period of Project delivery and furnish the Organiser with a copy of the relevant policy confirming the fact before the start of the Project.

Article 6: PERSONAL DATA

1. The administrator of the Candidates' personal data shall be the state institution of culture Institute of the European Network Remembrance and Solidarity with its registered office in Warsaw at ul. Zielna 37, 00-108 Warsaw, entered into the register of institutions of culture kept by the Minister of Culture and National Heritage under the number of RIK 90/2015, holding the taxpayer's NIP number 701-045-62-60 and the unique Polish National Business Registry number REGON 360483100 (hereinafter the '**Administrator**'). Each Candidate may contact the Administrator using the following e-mail address: ado@enrs.eu.
2. The personal data of each Candidate submitting their Application for the purposes of the Recruitment shall be processed by the Administrator pursuant to the Personal data Protection Act of 29 August 1997 (OJ of 2016, item 922, as amended), and as of 25 May 2018 pursuant to **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 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/EC (General Data Protection Regulation)** (OJ L 119, p. 1), hereinafter the 'GDPR', in order to carry out the Recruitment, deliver the Project, implement these Rules in the remaining scope as well as for the purposes of direct marketing of the Administrator or a third party.
3. The contact data of the data protection controller shall be announced to the Candidates at a later date.
4. From 25 May 2018 on, each Candidate's personal data shall be processed on the basis of Article 6(1)(b) of the GDPR – the processing being necessary for the performance of agreements to which the person to which the data pertain is party, which in this case shall mean that the processing of the Candidate's personal data is necessary for the implementation of the

provisions of these Rules binding for the Candidate. Furthermore, as of 25 May 2018 the e-mail addresses of the Project Participants shall be processed under Article 6(1)(f) of the GDPR – the processing being necessary for the purposes stemming from legally justified interests pursued by the Administrator or a third party, with the exception of cases where the interests or fundamental rights and freedoms of the person to which the data pertain prevail over such interests, which in this case shall mean that the Candidate's personal data shall be processed for the purposes of direct marketing of the Administrator or a third party.

5. The recipients of the Candidates' personal data shall be the following categories of entities: insurers and travel agencies cooperating with the Organiser in the context of the Project, as well as hotels in locations covered by the Project and carriers involved in providing transport for the Participants in the context of the Project.
6. The personal data of the Candidates not qualified for the Project shall be processed as of the submission of their Applications, until not later than 9 July 2018 (inclusive) – for the purposes of the Recruitment. The personal data of the Candidates qualified for the Project shall be processed as of the submission of their Applications, until not later than 31 January 2019 – for the purposes of the delivery of the Project and matters related to it, and for the purposes of direct marketing – until the Candidate expresses their opposition to the processing of their data for that purpose.
7. The Candidate shall be entitled to request from the Administrator access to the personal data pertaining to them, as well as correct them, remove them or restrict their processing and they are also entitled to transfer the data.
8. The Candidate whose personal data are processed for the purposes of direct marketing shall be also entitled to express their opposition at any time as regards the processing of personal data pertaining to them for the purposes of such marketing, including profiling, in the scope in which the processing is related to direct marketing.
9. The Candidate shall be entitled to lodge complaints with the Inspector General for Personal Data Protection, should they conclude that the processing of personal data pertaining to them is not compliant with the provisions of the GDPR.
10. The submission of their personal data by the Candidate shall be voluntary, subject to its being a requirement under these Rules (a contractual condition). Failure on the part of the Candidate to submit the required personal data shall exclude them from the Recruitment and the

Candidate's Application without the personal data required in it shall not be considered in the Recruitment process.

Article 7: FINAL PROVISIONS

1. The Organiser shall reserve the right to change dates and deadlines referred to in these Rules as well as to cancel the Recruitment or change its nature without giving reasons for it, and to alter the terms and conditions of the Project.
2. The Organiser shall enjoy the exclusive right to interpret these Rules as well as to change and complete the contents hereof.
3. The provisions of these Rules shall be governed by the laws of Poland.