

Rules governing the recruitment of participants for the 2024 edition of the In Between? project

In 2024, the international project entitled 'In Between?' organised and delivered by the **Institute of the European Network Remembrance and Solidarity** (Polish: *Instytut Europejskiej Sieci Pamięć i Solidarność*) with its registered seat in Warsaw, address: ul. Zielna 37, 00-108 Warsaw, a Polish state cultural entity (Polish: *państwowa instytucja kultury*) entered into the register of institutions of culture kept by the Polish Minister of Culture and National Heritage under the number of RIK 90/2015, holding the Tax Identification Number (NIP): 701-045-62-60 and National Business Registry Number (REGON): 360483100,

in cooperation with the Foundation European Network 'Remembrance and Solidarity' with its registered office in Warsaw, address: ul. Zielna 37, 00-108 Warsaw (Poland), entered into the Register of Associations, other social and professional organisations, foundations and independent public healthcare units, as well as the register of enterprises, kept by the District Court for the capital city of Warsaw in Warsaw, under the KRS number 0000242090, holder of the Polish National Business Registry REGON number 146612690 and the taxpayer's NIP number VAT UE PL7010390762 (the "**Foundation**").

The project includes **study visits** for young persons to two regions in Europe: Masuria in Poland and Estonian-Finnish border. Before going to one of these, the participants will be invited to the **workshops** in Warsaw (PL) in oral history documentation and podcasts making. During the study visits, the participants will interview representatives of local communities and document oral histories. They will work on the production of an audio documentary/podcast and learn methods of journalistic storytelling and making sound recordings and documentation.

These rules, hereinafter the '**Rules**', spell out the principles of participant recruitment for the online workshops and study visits in the context of the 'In Between?' project delivered between **2nd and 13th of September 2024**.

ARTICLE 1: GENERAL CONDITIONS OF RECRUITMENT

1. The Organiser of this Recruitment ('**Recruitment**') shall be the state cultural institution the Institute of the European Network Remembrance and Solidarity with its registered seat in Warsaw ('**Organiser**').
2. The workshop in Warsaw, Poland shall take place between 2nd and 4th of September 2024 and the study visits between 5th and 13th of September, respectively ('**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(s)')**, who:
 - a) will be **18 years of age or older, but not older than 26 years of age** on the 8th of April 2024.
 - b) are university students who have completed at least two semesters of their programme by September 2024
 - c) show a knowledge of English of at least the B2 level (in accordance with the Common European Framework of Reference for Languages of the Council of Europe).
 - d) The knowledge of one of the following languages (depending on the region of the study visit) is not conditional, but will be positively evaluated in the applications assessment:

<i>Region</i>	<i>Language</i>
Masuria (PL)	Polish, German
Tallinn, Helsinki (EE, FI)	Estonian, Finnish

5. The age of majority shall be ascertained under the law of the country of which the Candidate is national.
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 Candidates 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 5th May 2024, until precedent sentence shall not be examined.
2. The Application shall include a correctly completed Project application form, also including a declaration to ascertain that once qualified for the Project, the Candidates shall conclude the agreement specified in Article 4(2).
3. A single Candidate may submit a single Application only.
4. Participants of former editions of the In Between? project are not eligible to apply.
5. The Application must be submitted in English.

ARTICLE 3: RECRUITMENT PROCESS

1. The Recruitment for the 2024 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 30 Participants qualifying for Stage Two; however, the Organiser may limit the number of Participants in case of e.g. an insufficient number of Candidates or due to other reasons;
 - b) Stage Two shall consist in an interview conducted over the Microsoft Teams communicator or similar 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 language(s) declared by the Candidate in the application form. The interviews shall be conducted by members of the Selection Team.
2. The Organiser shall reject Applications which:
 - a) contradict the Rules;
 - b) violate social mores, in particular those offensive, vulgar, obscene, falsifying the historical truth, etc;
 - c) breach legislation in force, in particular copyright and derivative rights or the right of publicity.
 - d) collect less than 15 points
3. The Selection Team shall consist of the Organiser's staff. The Team shall be chaired by an Organiser's staff member nominated by the 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>§ 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 experience in 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 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>	1	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>§ Does the Candidate know one of the foreign languages listed in the table in Article 1(4)(c) of the Rules. At what level?</p> <p>§ Does the Candidate declare knowledge of other language?</p> <p>§ At what level?</p>	3	0-4
Maximum number of points			40

- The outcome of the Recruitment shall be announced on the website www.enrs.eu/inbetween, not later than on **10 June 2024**. The Participants shall be additionally notified of the Recruitment outcome by an email sent to the address indicated in the Application.

6. At least seven Participants for each study visit (14 participants of the Project) shall be selected from the Project Candidates. However the Organiser may limit the number of Participants in case of e.g. an insufficient number of Candidates or due to other reasons.
7. In contentious matters, in particular the equal number of points awarded to more than one Candidate, the opinion of the Chairman of the Selection Team shall be decisive.
8. Should any of the Participants be struck off the list or withdraw from Project participation, the Organiser shall indicate Participants from the reserve list following the point-based ranking list drafted by the Selection Team.
9. Decisions of the Selection Team shall be final and not subject to an appeal procedure.
10. The Participants have understood that submitting the Application shall be tantamount to consenting to the provisions of these Rules and acceptance thereof.
11. The Participation in the Project shall cover the entire Project, i.e. both the study visit and the Workshops. The Organiser do not foresee the Participants taking part in one Project part only.
12. 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.
13. Organiser will subsidize the Participant's travel from the study visit's location (Etk/Helsinki) to their place of residence. Organiser informs that it may subsidise travel to the following extent:

up to 35 EUR, 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 study visit to the place of residence from 10 to 99 km*
up to 90 EUR, 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 study visit to the place of residence from 100 to 699 km*
up to 200 EUR, 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 study visit to the place of residence from 700 km to 1.199 km*

*in accordance with the distance calculator available at <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

In the event Participant's travel costs are subsidized by Organizer under §3 section 13 of the Regulations, the Participant undertakes to submit, within the deadline specified in the Agreement, the documents necessary for the Organizer to reimburse the participant's account of the travel costs referred to in §3 section 13 of the Regulations, under pain of refusal to cover of these costs.

ARTICLE 4: PARTICIPANT'S OBLIGATIONS

1. In the course of the Project, the Participant shall be obliged to creatively perform their tasks discussed during the Workshops and take part in the production of a podcast documenting the special experiences during the study visit.
2. The Organiser shall conclude a separate agreement with each of the Participants, with the following commitments on the part of the Participant:
 - a) to fully participate in the Project, i.e. in the workshop, the study visit, as well as to conform to the Organiser's recommendations and all safety and security rules over the duration of the project;
 - b) to cover the costs of the visas to enter Poland and/or Estonia and Finland
 - c) to grant the Organiser (and subsequently the Foundation via sublicense), free of charge and without any temporal or territorial restrictions, a non-exclusive license to use the photographs authored by the Participant created as part of Project delivery referred to under para. 1 above and 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 other of the works authored by the Participant created as part of Project, including audio registration recorded for the purpose of production of a podcast documenting the Project in all possible fields of exploitation, including

those that for technological reasons do not exist at the time of the conclusion of the agreement, in particular in order for the Organiser to be able to use it for its statutory activity, marketing purposes, promoting the Project, use it in other materials etc.,

- d) to grant, free of charge, the Participant's consent for the Organiser, Foundation and their partners to dissemination of their image recorded in the context of Project delivery, with no temporal or territorial restrictions, for the purposes of the organisation and promotion of the Project

ARTICLE 5: FINANCIAL MATTERS

1. The Organiser shall cover the costs of the Participants' accommodation, catering (breakfast, lunch and dinner) and scheduled in the program museum tickets during the delivery of the Project.
2. The Organiser shall not, however, cover the costs of the Participant's travel from their place of residence to the location of the workshop (Warsaw, PL) which shall be borne by them at their own expense and risk. The Organiser can cover the costs of Participant's travel from the place of study visit (accordingly: Elk (PL), Tallinn (EE)) to their place of residence after the end of the Project.
3. The Organiser shall cover the cost of the Participant's travel from the workshop in Warsaw to the place of the study visit (accordingly: Elk (PL), Helsinki (FI)) and costs of the local transport.
4. The Participants shall undertake to reach the place of the workshop not later than **on 2 September 2024 at 19:00 hrs, local time.**
5. 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 any possible injuries or unfortunate accidents sustained by the Participant or any other accidental events which may occur over the course of Project delivery.
6. The Participants shall be obliged to insure themselves, at their own expense, against personal accidents and civil liability as well as medical treatment costs and insure all the valuables they have with them, for the entire period of Project delivery and provide the Organiser with a copy of the relevant policy confirming the fact prior to the start of the Project.

ARTICLE 6: PERSONAL DATA

As the provisions of 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 No 119), hereinafter the "GDPR", entered into force on 25 May 2018, we would like to notify you of the following:

1. The data of the Participants acquired by the Organizer in the context of Recruitment, including:
 - 1) Name and surname,
 - 2) E-mail address,
 - 3) Date of birth,
 - 4) Country of origin,
 - 5) Phone number,
 - 6) Home address,
 - 7) Affiliation (University),
 - 8) Education, professional experience,

will be jointly controlled by the state cultural **institution Institute European Network Remembrance and Solidarity** [Instytut Europejskiej Sieci Pamięć i Solidarność] with the registered seat in Warsaw, address: ul. Zielna 37, 00-108 Warsaw, acting on the basis of an entry into the register of cultural institutions kept by the Minister of Culture and National Heritage under the number RIK 90/2015; Tax Identification Number (NIP): 701-045-62- 60; National Business Registry Number (REGON): 360483100 – as an Executive Controller (hereinafter referred to as "**the Controller**") and **Foundation** (hereinafter referred to jointly as the "**Joint Controllers**").

2. Each Candidate can get in touch with the both Controller and Foundation, however we advise you to contact the Controller using the following email address: office@enrs.eu or with the personal data inspector by sending a message to the following email address: iod.enrs@enrs.eu.
3. Personal data of each Candidate who submits his/her Application for Recruitment will be processed by the Joint Controllers in compliance with the GDPR, for the purpose of the Recruitment, for the purpose of Project, for the purpose to implement these Rules in the remaining

scope and for the purposes of the legitimate interests pursued by the Joint Controllers or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

4. Personal data of each Candidate will be processed pursuant to art. 6 par. 1 point b) GDPR - processing is necessary for the performance of the contract to which the data subject is a party, which in this case means that the processing of personal data of the Candidate is necessary for the implementation of the provisions of these Rules, which bind the Candidate. In addition, e-mail addresses of Project Candidates will be processed on the basis of art. 6 par. 1 point f) GDPR - processing is necessary for the purposes of the legitimate interests pursued by the Joint Controllers or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child, which in this case means that personal data of the Candidates will be processed for the purposes of direct marketing of the Controller or other Joint Controllers, promotion of the Controller or other Joint Controllers and to inform about activity of the Controller or other Joint Controllers.
5. The recipients of personal data of the Candidates will be the following categories of entities: representatives of the Partners, employees and persons cooperating with the Joint Controllers, entities granting funds for realisation of the Project, entities supervising the Controller and/or Controllers' activities, providers of technical services, including owner of servers and services used by the Organizer to storage personal data of Candidates.

Personal data may be transferred to EU bodies, in particular to the European Commission and the European Education and Culture Executive Agency. You can read more about the principles of data processing by the European Commission in the Privacy Statement: https://ec.europa.eu/research/participants/data/support/legal_notice/h2020-ssps-grants-sedia_en.pdf

6. The Controller, using the services offered by Microsoft, intends to transfer personal data to Microsoft Ireland Operations Limited One Microsoft Place South County Business Park Leopardstown Dublin 18, Ireland (hereinafter "Microsoft"), which may process (including transfer, store) data also outside the European Area Economic (EEA), including in the United States of America and in other countries where Microsoft or its partners have the appropriate infrastructure, based on standard data protection clauses referred to in Article 46 of the GDPR. Microsoft ensures that it always uses appropriate safeguards when processing personal data. More details on this subject at: <https://privacy.microsoft.com/en-us/privacy>
7. Personal data of Candidates will be processed from the moment they submit the Application throughout the period when the Joint Controllers exercises its rights stemming from these Rules and in the case of data to the processing of which a consent has been granted until revoking it, but not less than the period resulting from the provisions on archiving and the provisions on the limitation period for claims. Personal data of Candidates in scope of their image and expresses/statements will be processed for the purposes of direct marketing, promotion of the Joint Controllers and to inform about activity of the Joint Controllers - from the moment they submit the Application until a Candidate objects to the processing of his/her data for this purpose and throughout the period in which the Joint Controllers conducts its activity.
8. The Candidates shall not be subject to any decisions based solely on automated processing which produce legal effects concerning you or significantly affect you in a similar fashion.
9. Each Candidate shall have the right to:
 - 1) request access to personal data (pursuant to Article 15 of the GDPR),
 - 2) request that incorrect personal data be rectified without delay as well as to request (considering the purpose for which the data are processed) that incomplete Personal Data be completed (pursuant to Article 16 of the GDPR),
 - 3) request that personal data be erased (pursuant to Article 17(1) of the GDPR), subject to the exceptions provided for in Article 17(3) of the GDPR,
 - 4) request that the processing of personal data be restricted (pursuant to Article 18 of the GDPR), subject to the exceptions provided for in Article 18(2) of the GDPR,
 - 5) object to the processing of personal data in the scope the Personal Data is processed based on art. 6(1) (e) or (f) of the GDPR (Each Candidate whose personal data is processed for the purpose of direct marketing also has the right to object at any time to the processing of that personal data for the needs of direct marketing, including profiling, to the extent to which the processing is related to direct marketing),

- 6) request transfer of the Personal Data referred to in Article 20 of the GDPR, subject to point 7 above and other provisions of the GDPR,
- 7) lodge a complaint with the President of the Office for Personal Data Protection (Polish acronym: PUODO) (pursuant to Article 77 of the GDPR) or another body competent for personal data protection replacing the PUODO, as well as another supervising authority, should you find that the processing of personal data infringes on the provisions of the GDPR,

The Candidate may send the request referred to in this paragraph to the following email address: iod.enrs@enrs.eu.

10. Each Candidate has the right to revoke his/her data processing consent at any time with no bearing on the legality of the processing performed under the consent prior to its revocation. This pertains to cases when the Candidate's data are processed on the basis of your data processing consent.
11. Providing personal data by Candidates is voluntary, however this is a requirement of these Rules (contractual condition). If a given Candidate does not provide the required personal data, that Candidate will not be allowed to participate in the Recruitment and Candidate's Application that does not contain required personal data 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. Neither the Organiser nor the Candidate shall be liable for failure to perform its obligations under these Rules due to force majeure, which shall be understood as a situation impossible to foresee, exceptional, preventing any of the parties from fulfilling their obligations and which is not the result of an error or negligence of any of the parties and is unsurmountable despite all efforts taken. Force majeure shall also include the effects of the COVID-19 pandemic, e.g. legal restrictions on the organisation of events referred to in these Rules, possible travel restrictions etc.
3. The Organiser shall enjoy the exclusive right to interpret these Rules as well as to change and make additions in the contents hereof.
4. The provisions of these Rules shall be subject to Polish legislation.