

RULES OF RECRUITMENT and PARTICIPATION

in international training courses
under a “Wings for STOP/ Skrzydła dla STOP” project

§ 1. General rules

1. The project „**Wings for STOP/Skrzydła dla STOP**” (further known as “Project”) is being implemented by **NGO Trainers’ Association/ Stowarzyszenie Trenerów Organizacji Pozarządowych** (further known as “Association”) between **01.09.2020- 31.12.2022**.
2. The project is being implemented under **Governmental Civil Society Organisation Development Programme/Rządowy Program Rozwoju Organizacji Obywatelskich for 2018 - 2030** (PROO) number **45/PROO/1a/2020**- a national fund available for Polish NGOs.
3. During implementation of the Project, the Association shall promote and ensure equal rights and opportunities towards all beneficiaries as well as counteract towards any form of discrimination including gender, age, religion, etc. during implementation of the programme.
4. There shall be 4 international trainings implemented under the project framework in 2022:
 - a. two in first half of 2022 (1st round of recruitment)
 - b. two in second half of 2022 (2nd round of recruitment)
5. Each of the training offers **10 vacancies** with full coverage of the training fee, boarding, accommodation and travel cost.
 - a. travel reimbursement up to **190 euros** per person (based on the real cost presented on the travel documents); reimbursement will be sent to the participant within 14 days from the moment whole travel documents are successfully collected
 - b. the participant will be accommodated in a single or double room (depending on the organizer's and hotel options)
6. According to the rules of the programme, the trainings are addressed to trainers and educators from European countries.
7. There is a possibility to participate in the course even if one has not been granted the free seat. Applicants not granted a seat free of charge and still willing to take part in the course shall cover the course fee (**350 euros**), boarding and lodging as well as travel expenses by themselves or using the framework of Erasmus+ programme (recommended).

§ 3. Recruitment process

1. Recruitment process starts on **15th January 2022** and shall last a minimum of 4 weeks in the 1st round. The 2nd round will last a minimum 4 weeks from the date of the announcement.
2. In case of lack of applications, the recruitment process shall be **continued until completed**.
3. Participants shall be selected according to their applications submitted via **google forms**.
4. Decision about recruitment results shall be taken by a **3 person Committee**, consisting of a board member of the organisation, international mobility coordinator and the CEO.
5. Recruitment criteria:

- a. Participants shall be able to use English language on the minimum B2 level.
 - b. Participants shall be working with adults or young adults/youth in the field of education.
 - c. Participants shall be motivated to use knowledge and skills from the training course in their future work.
6. In case of more applications than the vacancies available, participants shall be listed on the waiting list.
 7. Participants selected to take part in the course shall be informed about the recruitment results within **7 days** from the recruitment date and will receive a contract form to fill in with additional personal information. Participants shall confirm their participation within **7 days** from the date of receiving email with information about being successfully recruited to the course.
 8. To be fully enrolled in the course and be granted the place, participants shall submit a travel itinerary proving their planned arrival to the course **30 days** before the starting date of the course.
 9. In case of unlikely changes such as the date or venue of the course, priority of participation will be given to participants who had already been granted participation in the previous course, before changes happened.
 10. In case of resignation of any participant from the basic list (meaning not confirming participation within 7 days and/or not submitting a travel ticket 30 days prior to the starting date of the course) another person from the waiting list shall be offered the place. In case there are no participants on the waiting list, another call for participants shall be launched.

§ 4. Final agreements

1. Participants selected to take part in the course free of charge shall sign a **contract** with the organizers of the course: NGO Trainers' Association/ Stowarzyszenie Trenerów Organizacji Pozarządowych shortly after the selection results have been announced. Contract shall include **obligatory participation in the evaluation meeting** as well as **promotion** of participation in the training in the local environment at minimum 3 sources.
2. The rules of recruitment come into being on **15th January 2022**.