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Regulations for Recruitment and Participation in the Project "Education and training of adults in the field of ESG implementation aimed at improving the competences of employees in the construction industry"

Abbreviations and terms used in the regulations:

Project - means the project entitled "Organization of the School of Managers for the purpose of vocational education and training of adults"

Project initiator – Polskie Stowarzyszenie Doradcze i Konsultingowe (Lider), Asociatia Cluster Pentru Promovarea Cladirilor Cu Consum De Energie Aproape Egal Cu Zero PRO NZEB (Partner)

§1

GENERAL INFORMATION

1. The project "**Education and training of adults in the field of ESG implementation aimed at improving the competences of employees in the construction industry**", number 2021-2-PL01-KA210-VET-000049680 is co-financed by the European Union under the Erasmus + program, Key Action 2: Small-scale partnerships in education and vocational training and is carried out by Polskie Stowarzyszenie Doradcze i Konsultingowe (Lider) and Asociatia Cluster Pentru Promovarea Cladirilor Cu Consum De Energie Aproape Egal Cu Zero PRO NZEB (Partner).
2. Leader's Project Office: ul. Lipowa 32, lok. 304, 15-427 Białystok, and Partner: Sos. Pantelimon 266, Sector 2, 021652, Bucuresti.
3. Project implementation period: 01.10.2023r. – 30.09.2024r.
4. The aim of the project is to increase the work and practice of the of the involved organizations operating the Construction Cluster in Poland and the pRO-nZEB Cluster in Romania. An important aspect of the project will be building the organization's capacity for international and cross-sectoral work. These goals will be implemented by both organizations, which will conduct activities in the field of implementing ESG solutions, in the form of training and study visits.

§2

SCOPE OF ACTIONS IN THE PROJECT

Both organizations will take similar actions in their countries.

Main activities:

1. training from ESG implementation for representatives from the construction industry in Poland and Romania
2. study visits of representatives of companies from the construction industry in Poland and Romania, in order to exchange experiences, learn good practices
3. organization of conferences disseminating the project in Poland and Romania, distribution of the Good Practices Guide, promotion of the project on a large scale.





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The aim of ESG implementation activities carried out in Poland and Romania is to enable participants to acquire knowledge and competences in the field of ESG.

3 training sessions were planned in both countries (1 day, 8 training hours), taking into account 3 types of recipients: management staff, designers, installers/assemblers.

The training will cover a total of 45 to 60 people in each country, on average 15-20 people/group - group sizes will be determined after recruitment to the project, and the detailed training specifications will be developed at the stage of ordering training.

An important aspect will also be substantive consultations within the Partnership, tightening inter-cluster cooperation, regarding determining and discussing the selection of experts, and then consulting training programs, work tools, training materials, and surveys for participants.

The tasks also include study visits of members of the Romanian cluster to Polish companies and members of the Polish cluster to Romanian companies, in order to exchange experiences and learn good practices (visits to at least 2 companies, visit duration approx. 3 days).

As part of the task of disseminating the project results, the leader will carry out detailed activities such as:

- a) organize a conference summarizing the project, emphasizing the project's effects. At the conference, he will present the activities carried out in the project and the results achieved. Entrepreneurs and representatives of other organizations (e.g. other entities managing clusters, representatives of local authorities, representatives of educational centers) will be invited to the conference.
- b) develop promotional materials (rolls, materials, leaflets), develop the project's logo, post promotional materials and information on the website and on a cloud drive.
- c) will develop a Good Practices Guide - published in electronic form, in a bilingual version - Polish and English, at the end of the project as part of the dissemination of the project's effects. The good practice guide will be a collection of publications containing both substantive content presented during the training (concerning ESG topics) as well as considerations and reflections that emerged among participants as a result of participating in the project.
- d) promotion of the project implementation and effects via the cluster newsletter, website, EPALE platform, social media and dissemination of the project by informing participants of other events in which PSDiK participates - seminars, conferences, etc. about the project implementation and its effects.

As part of the task of disseminating the project results, the partner will carry out detailed activities such as:

- a) organize a conference summarizing the project, emphasizing the project's effects. At the conference, partner will present the activities carried out in the project and the results achieved. Entrepreneurs and representatives of other organizations (e.g. other entities managing clusters, representatives of local authorities, representatives of educational centers) will be invited to the conference.



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b) promotion of the implementation and effects of the project via the cluster newsletter, website, social media and dissemination of the project by informing participants of other events in which pRO-nZEB participates - seminars, conferences, etc. about the implementation of the project and its effects.

§3

RULES OF RECRUITMENT

1. Recruitment will be conducted continuously throughout the project implementation period.
2. The target group of the project is adults, professionally active and of working age. The recipients of the activities will be employees of companies that are members of construction clusters (Polish and Romanian) or companies aspiring to join the clusters - both clusters are open organizations, constantly accepting new members, therefore the target group will include adults working in companies operating in the industry. construction, i.e. owners, managers/directors, production managers, architects, designers, constructors, assemblers, engineers, etc. - people who in their daily work deal with various stages of the construction process chain and who are interested in implementing ESG solutions and the subject of ESG reporting.
3. The condition of participation in the project after meeting the conditions set out in §3 point 2 of these Regulations, is to fill in the submission of an application form to the Project Office
4. The recruitment form is available at the Project Office and on the Beneficiary's website.
5. Eligibility for the Project will be determined by the order of applications, taking into account the following aspects of priority of participation: 1. person with disabilities 2. women - due to the masculinization of the construction industry 3. employees of companies associated in clusters.
6. After qualifying for the Project, the final beneficiary will sign a declaration of participation in the Project.

§4

RIGHTS AND OBLIGATIONS OF THE PROJECT PARTICIPANTS

1. Each participant has the right to receive training materials and other teaching aids provided for the project
2. The participant does not bear any additional costs related to participation in the project, each participant is required to:
 - a) submitting a complete set of required recruitment documents,
 - b) read these regulations and comply with them,
 - c) participate in project activities and confirm presence with signature on the attendance list,
 - d) filling in evaluation questionnaires,
 - e) filling in all documents related to the organization of the Project,
 - f) receipt, with confirmation, all of materials and certificates.

§5

FINAL PROVISIONS

1. Matters not covered by these Regulations are resolved by the Project Coordinator.
2. The regulations are valid for the entire duration of the project.
3. These Regulations come into force on the day of announcement.
4. The Project Coordinator reserves the right to amend the Regulations as a result of changes in regulations. The amended Regulations will each time be posted on the project website.