

**Application Form for SYNERGIA Participants**

***INSTRUCTIONS***

**Submission of application**

Provided below is information on how to submit your application, in six steps:

**Step I:** Fill in the application form

**Step II:** Sign the consents and declarations

**Step III:** Describe the management challenge with which you come to the project

**Step IV:** Statements from the Head of your Institution

**Step V:** Add attachments

**Step VI:** Send by e-mail to the University of Public Service (UPS, address Budapest,  Ludovika tér 2, 1083 Hungary), to: [manzinger.krisztian@uni-nke.hu](mailto:manzinger.krisztian@uni-nke.hu)

**Step I: FILL IN THE APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| **A** | **Information about the Participant (Institution)**  *This part relates to the Institution wishing to take part in the SYNERGIA Project.* | |
|  | Name of the Institution |  |
|  | Address of the Institution |  |
|  | Name of the Head of the Institution (e.g. Director- General) |  |
|  | Full title of the Head of the Institution (e.g. Director-General) |  |
|  | Email address of the Institution’s secretariat |  |
|  | Phone number to the Institution’s secretariat |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B** | **Information about the Participant Representative** | | |
|  | Name |  | |
|  | Surname |  | |
|  | Date of Birth |  | |
|  | Place of Birth |  | |
|  | Citizenship |  | |
|  | Gender | Female | Male |
|  | Contact details | | |
|  | Email address |  | |
| Phone numer |  | |
| Address for correspondence (please indicate if different from the place of employment – address of Institution) |  | |
|  | Job title |  | |
|  | Information about Representative’s superior | | |
| 10 | Name |  | |
| Surname |  | |
| Email address of the superior’s secretariat |  | |
| Phone number to the superior’s secretariat |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C** | **Access criteria** | | | |
|  | I confirm that I hold at least a Master’s degree or equivalent | [signature] | | |
|  | I confirm that I have at least five years of professional experience | [signature] | | |
|  | I confirm that I have at least one year of professional experience in a managerial or coordinating position | [signature] | | |
|  | I currently have a managerial or coordinating role in my institution | [signature] | | |
|  | I confirm that I know English at a level allowing for participation in the Project (B2 level needed) | Minimum B2 | C1 | C2 |

|  |  |  |
| --- | --- | --- |
| **D** | **Statements** | |
| 1 | I undertake to participate in the Education and Cooperation Programme and develop,in cooperation with others taking part in the Project, recommendations for each institution where areas covered by the Project are concerned | [signature] |
| 2 | On completing the Programme, I undertake to prepare a report which will present conclusions from the Programme. | [signature] |
| 3 | On completing the Programme, I undertake to develop a good practice implementation project for the delegating institution - only if the delegating institution decides to participate in the implementation stage.  *The implementation stage is recommended but not obligatory for Participating Institutions from Partner countries* | [signature only if the delegating  Institution will participate in the implementation stage] |

**Step II: PERSONAL DATA PROTECTION CONSENTS AND DECLARATIONS**

In the context of actions seeking enrolment on the Project entitled *SYNERGIA - A network for cooperation and exchange of experience between high-level officials from Central and Eastern Europe*, I hereby acknowledge that:

1. The Data Controller in respect of my personal data shall be the Minister in matters of Regional Development (currently the Minister for Development Funds and Regional Policy of the Republic of Poland), acting as the Managing Authority for Poland’s *Wiedza-Edukacja-Rozwój* (“Knowledge-Education-Development”) 2014-2020 Operational Programme (*PO WER*), with its seat at ul. Wspólna 2/4, 00-926 Warsaw.

2. The processing of my personal data is lawful and meets the conditions referred to in Art. 6, para. 1, letter c and Art. 9, para. 2, letter g of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) – the said personal data being necessary for the implementation and pursuit of the aforesaid “Knowledge-Education-Development” 2014-2020 Operational Programme; on the basis of:

a. Regulation (EU) No. 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No. 1083/2006 (*OJEU* L 347 of 20.12.2013, p. 320, as amended),

b. Regulation (EU) No. 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No. 1081/2006 (*OJEU* L 347 of 20.12.2013, p. 470, as amended),

c. Poland’s Act of 11 July 2014 on principles for the implementation of Programmes in the field of Cohesion Policy financed under the 2014-2020 Financial Perspective (the *Dziennik Ustaw* Official Journal of Laws of 2018, item 1431, as amended);

d. Commission Implementing Regulation (EU) No. 1011/2014 of 22 September 2014 laying down detailed rules for the implementation of Regulation (EU) No. 1303/2013 of the European Parliament and of the Council as regards templates for the transmission of certain information to the Commission and detailed rules for the exchange of information between beneficiaries and managing, certifying, audit and intermediate authorities (*OJEU* L 286 of 30/09/2014, p. 1).

3. Personal data shall be processed in data filing systems on "the Knowledge-Education-Development Operational Programme" (*Program Operacyjny Wiedza Edukacja Rozwój*) and "the Central ICT system supporting the implementation of Operational Programmes" (*Centralny system teleinformatyczny wspierający realizacje programów operacyjnych*).

4. Personal data shall be processed solely with a view to implementing the Project entitled *SYNERGIA* – *A network for cooperation and exchange of experience between high-level officials from Central and Eastern Europe*, in particular in respect of the confirmation of eligibility of expenditure, the granting of support, monitoring, evaluation, control, audit and reporting, as well as activity of an informational and promotional nature under *PO WER*.

5. The personal data in question have been entrusted for processing to the Intermediate Body, i.e. the Center of European Projects (*Centrum Projektów Europejskich*), ul. Domaniewska 39A, 02-672 Warsaw; to the Beneficiary implementing the Project, i.e. *Krajowa Szkoła Administracji Publicznej im. Prezydenta Rzeczypospolitej Polskiej Lecha Kaczyńskiego* (*KSAP*, or the Lech Kaczyński National School of Public Administration), ul. Wawelska 56, 00-922 Warsaw; and to entities that shall participate in the implementation and pursuit of the Project, on behalf of the Center of European Projects and the Beneficiary. Personal data may be transferred to entities commissioned by the Managing Authority, the Intermediate Body or the Beneficiary to carry out evaluation studies. Personal data may also be entrusted to specialist companies commissioned by the Managing Authority, the Intermediate Body or the Beneficiary to carry out checks and audits under *PO WER.* Personal data may be entrusted to entities rendering services to the Managing Authority in relation to the operation and development of ICT systems.

6. Personal data may also be made available to organs authorised in accordance with the law in force.

7. As the supply of data shall be a prerequisite for the receipt of support, a refusal to supply them shall be tantamount to the lack of any possibility for support under the Project to be extended.

8. Personal data shall not be transferred to a third country or international organisation.

9. Personal data shall be stored until such time as accounts in respect of Poland’s “Knowledge-Education-Development” 2014-2020 Operational Programme have been fully settled, and the archiving of documentation has been completed.

10. The said data shall be stored for the period necessary to achieve the objective referred to in point 4, until such time as the obligation to store data arising out of legal regulations shall cease to apply.

11. The rights exercisable in connection with the processing of personal data are the right of access to personal data, and the rights to rectification, deletion, and the restriction of processing.

12. Those becoming aware of unlawful processing of data shall enjoy the right to lodge a complaint with the supervisory authority dealing with the protection of personal data – in Poland the President of the Office for Personal Data Protection (*Urząd Ochrony Danych Osobowych*).

13. The said data shall not be subject to automated decision-making and shall not be profiled.

**I further hereby:**

* **confirm that all the above data concerning myself are correct and true,**
* **undertake to pursue and complete the tasks declared in this form,**
* **confirm all the above consents and declarations in regard to the protection of personal data.**

………………………………………..

date and legible signature

of Participant’s Representative

*on printed-out form*

**Step III – DESCRIBE THE MANAGERIAL CHALLENGE WITH WHICH YOU COME TO THE PROJECT**

* 1. Description of the origin of a management challenge in one or more areas of management corresponding with Project subject matter, and presenting tools used in diagnosing the given situation, (300-500 characters).

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* 1. Description of the aforementioned challenge in terms of its being an area in which implementation work will be undertaken (300-500 characters).

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* 1. Description of barriers impeding (or likely to impede) the implementation work intended to bring about  change in the sphere of the management challenge identified (300-500 characters).

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**Step IV: STATEMENT OF THE HEAD OF THE INSTITUTION**

1. I hereby agree to:
   * participation in the Project entitled SYNERGIA – a network for cooperation and exchange of experience between high-level officials from Central and Eastern Europe, POWR.04.03.00-00-0001/19-00 by the following person: …………………………………………
2. I hereby confirm that this person is employed in managerial positions in the institution I represent.
3. I hereby undertake to:
   * provide the opportunity for this person to participate in the SYNERGIA Project, thanks to appropriate organization of the tasks and duties they perform in the institution I represent,
   * submit a report in which a summary of the experience gained by the Representative in the Education and Cooperation Programme, along with recommendation for further improvements of our organisation.

…… …………………………………..

date and legible signature

of the Head of the Institution

*on printed-out form*

**Step V: ATTACHMENTS**

1. CV of each given Representative of the Participant (Institution) in Europass format (no photo).
2. Copy of a Master Diploma or equivalent.
3. Copy of a language certificate – if you have such (confirming knowledge of English at B2 level or above).
4. Cover letter in which is presented Representative, with an indication of his/her strengths as potential and a brief description of his/her motivation to take part in the Project.