



EUROPEAN SOCIAL FUND IN POLAND

Human Capital Operational
Programme 2007–2013

GUIDEBOOK

HUMAN – the best investment



HUMAN CAPITAL
NATIONAL COHESION STRATEGY



MINISTRY
OF REGIONAL
DEVELOPMENT

EUROPEAN UNION
EUROPEAN
SOCIAL FUND





EUROPEAN SOCIAL FUND IN POLAND

HUMAN CAPITAL OPERATIONAL
PROGRAMME 2007–2013

GUIDEBOOK

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I. FOR WHOM IS THIS GUIDEBOOK?

It is for everyone who wants to know in what manner the EU resources may support the implementation of social projects. It is also for those who look for information on whether they can count on support from the European Union within the scope of personal development, increasing the educational level, improvement of the situation on the labour market.

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Here you can find basic information that will point you the way in the right direction. If we fail to answer all questions we will at least show you where to look for further information.

It is the first step to become the Beneficiary of the European Social Fund.

II. EUROPEAN SOCIAL FUND, HUMAN CAPITAL OPERATIONAL PROGRAMME – WHAT ARE THEY?

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European Social Fund (ESF) is one of the European Union funds. It finances the activities of EU Member States within the scope of counteracting unemployment and development of human resources.

Human Capital Operational Programme (HCOP) is one of the programmes covered by the National Cohesion Strategy, which are implemented in Poland in the period 2007–2013. The main objective of the Programme is increase in the employment level and social cohesion. It is the largest Programme in the history of the European Union financed from the resources of the European Social Fund. Its budget amounts to EUR 11.4 billion.

ESF within the frameworks of HC OP for 2007–2013 finances development of the following areas in Poland:

- employment
- education
- social integration
- development of the potential of employees and enterprises
- construction of efficient and effective public administration

The HC OP finances initiatives, which are targeted at activation of the unemployed and professionally inactive, preventing social exclusion and ensuring equal access to employment to people and social groups subject to discrimination on the labour market, *inter alia*, by developing alternative forms of employment, increasing or changing professional qualifications, support to employment in the social economy sector and promotion of entrepreneurship and self-employment.

If you want to know more on the premises of the Programme, please, check the document entitled: *Human Capital Operational Programme*, available in electronic version on the website at: www.efs.gov.pl

III. WHAT INSTITUTIONS ARE ENGAGED IN THE PROGRAMME IMPLEMENTATION?

Managing Authority (MA) – is responsible for proper management and implementation of the Operational Programme. In the case of HC OP this function is performed by the Department for European Social Fund Management in the Ministry of Regional Development.

Intermediate Bodies (IB) – institutions to which the MA entrusted the management of and supervision over the implementation of individual Priorities. For central Priorities (I to V) this function is performed by competent ministers:

- Minister of Labour and Social Policy
- Minister of National Education
- Minister of Science and Higher Education

for regional priorities – self-governments of the voivodeships (the function of IBs is usually performed by Marshall's Offices, and the function of IB2 by Voivodeship Labour Offices).

2nd Level Intermediate Bodies (IB 2) – institutions to which the IB may delegate part of its obligations taking into account the specific nature of a given Priority and experience of the institutions operating in the area concerned. IB 2 is responsible, primarily, for announcing call for proposals and applications assessment.

Information on all institutions involved in the implementation of the Human Capital Programme, as well as for which Priorities and Measures they are responsible is included at the end of this booklet.

IV. STRUCTURE OF THE PROGRAMME – I.E. FIND THE PRIORITY INTERESTING TO YOU

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Human Capital Operational Programme was divided into 10 Priorities – 9 of “thematic” character and 1 additional Priority „Technical Assistance”, which aims at providing assistance to institutions engaged in the Programme implementation in respect to its efficient management and implementation.

Approximately 60% of resources under the Programme were allocated to execute support implemented by the regions, while approx. 40% of resources are at the disposal of central units. The financial resources were divided between voivodeships on the basis of the number of inhabitants of a voivodeship, unemployment rate, number of small and medium-sized enterprises registered in a voivodeship, number of persons living on agriculture and the regional indicator of GDP per capita. Additional support was granted to 5 voivodeships of Eastern Poland, which are targeted at accelerating development processes on these areas.

HC OP Priorities:

Central:

- I Employment and social integration
- II Development of human resources and adaptation potential of enterprises and improving the health condition of working persons
- III High quality of the educational system
- IV Tertiary education and science
- V Good governance

Regional:

- VI The labour market open for all
- VII Promotion of social integration

- VIII Regional human resources for the economy
- IX Development of education and competences in the regions
- X Technical Assistance

Within the frameworks of the central Priorities the ESF resources will be allocated primarily to provide support to institutions, whereas in regional Priorities they will be, above all, transferred to support persons and social groups in individual voivodeships. All Priorities are divided into Measures, Sub-measures and types of implemented projects that specify the forms of support.

V. BRIEF CHARACTERISTIC OF THE MEASURES FINANCED UNDER HC OP

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Area: Employment and social integration

Priority I

Employment and social integration

Projects of nationwide range

The Priority aims at increasing and developing the potential of institutions operating within the area of labour market, social assistance and social integration. Moreover, the Priority foresees implementation of programmes supporting vocational and social activation of people in particularly difficult situation on the labour market.

Types of projects:

- courses, trainings, post-graduate studies for employees of labour market institutions
- efficiency testing of Measures, improvement of the quality of the offer of services for people at risk of social exclusion provided by social assistance and social integration institutions and extension of this offer (trainings, courses, studies and study visits for employees of these institutions)
- projects addressed to Romany community concerning employment, education, social integration and health
- projects addressed to women planning to return to work after maternity and childcare leave (part-time work, telework, etc.)
- projects for youth at risk of social exclusion (trainings, workshops, professional counselling, organisation of traineeship and professional practices)
- trainings for imprisoned persons interested in improving their professional qualifications

- projects supporting social and vocational integration of persons staying in approved schools and youth shelters
- projects supporting social and vocational integration of disabled persons
- information campaigns on the possibilities of working and living in Poland addressed to workers migrating from and to Poland

Priority VI

The labour market open for all

Projects of regional range

Measures implemented within the frameworks of this Priority are targeted at activation of persons remaining unemployed, registered as unemployed or seeking for job. They are addressed, primarily, to groups in the most difficult situation at the labour market, long-time unemployed, women, elderly people, as well as young persons who enter the labour market for the first time.

Types of projects:

- workshops and trainings within the scope of active job seeking, establishment of individual action plans
- promotion of volunteer work and flexible forms of employment
- activation of the unemployed (trainings, traineeships, intervention works, awarding one-off resources for starting up economic activity)
- providing support to local initiatives for the increase of the level of professional activity within rural areas

Priority VII

Promotion of social integration

Projects of regional range

This Priority concerns measures aimed at preventing social exclusion and ensuring equal access to employment to persons and social groups discriminated on the labour market. The aid within the frameworks of the Priority will be addressed to professionally

passive persons, which use social assistance and want to return to the labour market. As a result of taking part in the projects of activation and supporting nature disabled persons, the homeless and long-term unemployed will have the possibility of social and professional reintegration.

Types of projects:

- improving the efficiency of action of social assistance institutions and centres for family assistance
- increasing the qualifications of social assistance and social integration staff (trainings and specialist consultancy)
- vocational and social activation of people at risk of social exclusion (establishment of social integration centres and clubs, professional courses and trainings, traineeships, subsidised employment, establishment of youth community centres and community clubs, organising social events and campaigns within the scope of equal opportunities)
- financial support for establishment and operation of the social economy sector (legal services, consultancy and training, development of local partnerships)
- projects contributing to social integration of rural residents (implementation of minor projects for the value of up to PLN 50 thousand)

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Area: Entrepreneurship

Priority II

Development of human resources and adaptation potential of enterprises and improvement in the health condition of working persons

Projects of nationwide range

The Priority covers implementation of nationwide and transnational projects providing support to adaptation potential of enterprises and their employees, including trainings for companies or their offices located in different areas of the country and financing of post-graduate studies. The support shall, in particular, include Measures promoting the use and dissemination of results of scientific research and technological novelties, professional development of employees, development of new forms of employment in an enterprise and methods of management therein.

Types of projects:

- general and specialist trainings, post-graduate studies and counselling for entrepreneurs and enterprises employees
- new solutions within the scope of work organisation, forms of providing work, corporate social responsibility
- analytical and research projects, promotion projects, training and counselling projects
- support and development of institutions providing services and financial assistance to the development of entrepreneurship and innovation
- enhancement of the qualifications and skills of the training personnel
- strengthening the health potential of the working persons and quality improvement of the healthcare system functioning
- healthcare programmes for different professional groups
- programmes concerning the return to employment of persons with confirmed occupational diseases
- education of physicians dealing in deficit specialisations: oncology, cardiology, occupational medicine
- bridging studies for professional nurses and midwives, as well as post-graduate studies for representatives of other medical professions
- trainings for management personnel in a hospital
- support to the accreditation process of healthcare institutions

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Priority VIII

Regional human resources for the economy

Projects of regional range

Measures undertaken under this Priority aim at improving the competitiveness of all regions in the country by providing support to enterprises (especially small and medium-sized) undergoing restructurisation processes as well as to their employees. The assistance provided through ESF projects, *inter alia*, consist in organising consultancy and trainings that make it easier to improve or obtain new qualifications, as well as improving the accessibility of e-learning trainings. The implemented projects concern also the establishment and development of innovation support networks and technology transfer networks between enterprises, research and development institutions and universities. These Measures aim at promoting scientific achieve-

ments and their practical usage. It also foresees scholarships for the best doctoral students who study faculties considered as especially significant for the development of a given region.

Types of projects:

- general and specialist trainings, as well as professional counselling for management personnel and enterprises employees
- counselling for micro, small and medium-sized enterprises, including self-employed persons
- trainings, courses and counselling for working persons that, on their own initiative, want to improve professional qualifications
- support for employers in establishing and implementing outplacement programmes
- retraining and counselling for dismissed employees and entrepreneurs, which provide support to changing the profile of activity
- projects concerning work organisation, improvement of professional qualifications and reconciliation of professional and private life
- promotion of corporate social responsibility
- research and analyses concerning the current situation, development trends and forecasting socio-economic changes in the region

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Area: Education

Priority III High quality of the education system

Projects of nationwide range

Measures undertaken within the frameworks of this Priority aim at improving the quality of the results of work of education system institutions. Education in the areas of key significance for the knowledge-based economy and adapting directions and curricula of education to the labour market needs. Development of instruments aimed at research and analyses of education system, implementation of nationwide campaigns promoting life-long learning.

Types of projects:

- education system research concerning education effectiveness and its adjustment to labour market needs
- modernisation of the pedagogical supervision system
- development of the external exams system
- standardisation of accreditation system for teachers in-service training establishments
- preparing selected schools to run teaching practices for students
- new faculties of higher education and post-graduate studies for teachers
- preparing innovative curriculums and educational methods (especially, concerning mathematics, natural sciences, technology and entrepreneurship)
- implementation of nationwide social campaigns concerning adult education
- development of materials and tools helping to define the professional predispositions and interests of pupils
- implementation of professional in-service training programmes for professional education of teachers in enterprises

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Priority IV

Tertiary education and science

Projects of nationwide range

The Priority covers Measures carried out with the aim to improve the quality of education at the higher level, *inter alia*, by developing new curriculums, including foreign curriculums, improving the qualifications of the academic personnel and organisation of traineeships and professional practices for students. Special support covers higher level education at mathematical, life sciences and technical faculties given their priority significance for the labour market needs and increase in the competitiveness of economy.

Types of projects:

- implementing programmes of developing education institutions (*inter alia*, creation of new faculties of study, post graduate studies and doctoral studies, distance learning programmes, and support to academic career offices, organisation of traineeships and scholarships for doctoral students and post-doctoral

students, cooperation of the education institutions with employers, traineeships and practices for students)

- projects addressed to disabled students
- projects aimed at increasing the number of graduates of technical, mathematical and life science faculties
- scholarships and compensatory courses
- implementation of innovative curriculums
- development of new curriculums within the scope of natural sciences, mathematics and modern technologies in medicine
- curriculums concerning foreign languages learning
- improving skills of scientific workers (e.g. courses, trainings, post-graduate studies) within the field of scientific research management and dissemination of results of research works

Priority IX

Development of education and competences in the regions

Projects of regional range

Measures covered by this Priority aim at increasing the level and quality of education of the society. The implemented development programmes for schools also cover reduction of the educational disproportions and improvement of education efficiency. Moreover, the undertaken Measures include also support for development of kindergarten education on rural areas and modernisation of professional education and its adjustment to the labour market needs, dissemination of life-long learning and education of teachers and education system personnel. The financing may also be granted to promotion of local activity and implementation of projects helping to solve the problems of rural residents, which concern development of their education.

Types of projects:

- setting up kindergartens within areas on which kindergarten education is poorly disseminated
- support to kindergartens at risk of liquidation
- educational campaigns promoting kindergarten education

- equalization of educational chances of students from groups with hindered access to education (additional classes, consultancy and pedagogical and psychological care, implementing new forms of education)
- scholarships for particularly gifted students (especially in the field of mathematics, natural science and technical sciences) of secondary and upper secondary schools that are in unfavourable material situation
- increasing the attractiveness and quality of professional education (development programmes for schools, additional didactic and compensatory lessons, educational and professional consultancy programmes, cooperation of schools with employers and labour market institutions, equipping schools in innovative didactic materials, implementation of modern forms of education)
- education for adult persons that want to supplement or improve their education as well as general and professional qualifications on their own initiative
- development of e-learning
- higher education and programmes on retraining in the direction of life-long learning for teachers
- post-graduate studies and in-service trainings for teachers, employees of life-long learning establishments, instructors of practical job learning and employees of educational administration
- projects on increasing the level of education and qualifications of rural residents and development of educational services

Area: Administration

Priority V

Good governance

Projects of nationwide range

The implemented projects aim at strengthening the capacity of Polish administration to carry out its functions in an innovative and partnership manner. Measures cover State and regional administration, as well as justice institutions. They also concern development of the potential of NGOs and employers and employees' organisations, and they favour development and dissemination of their cooperation with administration.

The tasks implemented within the frameworks of this Priority will relate to increasing the quality and availability of public services, better law-making and modernisation of the public finance management.

Types of projects:

- traineeships and practical trainings in the EU institutions and in the EU Member States administrations for government administration personnel
- introducing modern methods of financial management in administration
- traineeships and practical trainings in the EU institutions and in the EU Member States administration for students of the Poland's National School of Public Administration (KSAP)
- reform of tax authorities (improvement of the quality of services for entrepreneurs, implementing the "one counter window" system when registering economic activity)
- improving the quality of citizens servicing and services availability
- modernisation of the management system in offices
- projects facilitating the operation of regional administration (research, analyses, expertises, improving the competencies of the personnel, dissemination of good practices in management and client servicing in offices)
- improving the competencies of public services personnel (which are not a part of the State and regional administration) – examining the training needs, trainings and consultancy
- projects for implementation of the Lisbon Strategy (development of the public administration capacity within the scope of law-making and entrepreneurs servicing, as well as the quality of services provided by justice institutions)
- projects concerning the strengthening of the NGOs potential within the scope of their capacity to implement public tasks and cooperation with public administration

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If you want to know what particular Measures, Sub-measures and types of projects are implemented within the scope of HC OP check the document entitled: *Detailed Description of the Priorities of Human Capital Operational Programme 2007–2013*, available on the website at www.efs.gov.pl

VI. WHO DO YOU WANT TO BE: A PROJECT PROVIDER OR A PROJECT PARTICIPANT?

The Programme may be used in two ways. You can become a project provider and write your own project within the frameworks of which the implemented Measures can be targeted at providing support to others or you can become a project participant, who takes part in the project created by somebody else and directly uses the ESF aid.

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Who can be a project provider?

Someone who represents:

- a non-governmental organisation
- an enterprise
- a business environment institution
- a socio-economic partner (trade union or employers' organisations)
- a State or regional administration unit
- an education system and higher education institution
- a labour market and social assistance institution
- a training institution
- Catholic church, other churches or religious organisations
- other entities

Who can participate in the project?

The Programme is addressed to everybody, but there are social groups for which the assistance is targeted in a special manner, these cover:

- young persons (up to 25 years of age) that do not have professional education and qualifications, but have difficulties in finding job
- persons aged over 50

- women
- the unemployed (especially those living on rural areas)
- persons using social assistance benefits
- disabled persons
- the homeless
- persons leaving prisons
- persons addicted to alcohol and drugs
- refugees
- young people making educational problems
- representatives of minorities discriminated because of sex, religion, language, race, etc.
- entrepreneurs and enterprises employees
- people planning to start an economic activity
- persons that want to create social economy enterprises
- working persons interested in improving professional qualifications
- higher education institutions, scientific workers, doctoral students, students and graduates of higher education institutions
- members of trade unions and employers' organisations
- medical personnel
- children aged 3–5
- pupils from elementary schools, secondary schools and upper secondary schools
- students from vocational education schools and establishments
- teachers and educational personnel
- adults aged 25-64, who are interested in in-service training
- employees of State and regional public administration offices

VII. WHAT NEEDS TO BE DONE TO OBTAIN FINANCING FOR PROJECT IMPLEMENTATION?

You have to participate in one of our call for proposals. We will show you how to do it step by step.

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Step 1

A carefully thought-out project is the most important issue. First you need to know the answers to the following questions:

- What do you want to do and what for?
- Why is it worth to do it?
- For whom are these Measures? (for which persons, institutions, social groups)
- How will the work organisation look like?
- Who is needed to implement the planned tasks? (team)
- How much will it cost? (budget)
- What do you want to achieve and how it can be checked? (indicators, monitoring, assessment)
- What can hinder the project implementation? (risk analysis)

Step 2

Now you need to check within the frameworks of which HC OP Priority and Measure it would be possible to implement the planned project. The list of all Measures is included in the *Detailed Description of the Priorities of HC OP*.

Step 3

Check if the Measure interesting to you is implemented under a call for proposals mode or a system mode. Open public call for applications is carried out only in respect to call for proposals projects.

Call for proposals projects – call for proposals under the given Measure (or Sub-measure) are announced and run by the IB or IB 2. All entities listed in the call for proposals documentation can take part in the call for proposals.

Systemic projects – may be implemented only by the institutions named in the *Detailed Description of the Priorities of HC OP* and no public call for applications is organised within their frameworks.

Step 4

Check, which IB or IB 2 carries out the call for applications within the frameworks of the Measure or Sub-measure interesting to you, and next check when the nearest call for proposals will be organised.

Step 5

As regards Measures implemented under Priorities I–V, i.e. central Priorities, the information on which institution implements them can be found in the *Detailed Description of the Priorities of HC OP*. Whereas, in the case of Regional Priorities VI–IX each of the Measures is implemented independently by each voivodeship. Persons that want to implement regional projects have to seek for the information on the call for proposals in the Marshall's Office or the Voivodeship Labour Offices (in case of the Zachodniopomorskie, Podkarpackie and Wielkopolskie voivodeships only the Voivodeship Labour Offices).

Detailed information on which institution implements which Priorities and Measures in the regions is included at the end of this booklet together with contact details of these institutions.

Step 6

Now you have to check the dates of the call for proposal. On the website of the institution or in the relevant information point you can enquire on the dates of announcing the call for proposals, as well as on the conditions that have to be met in order to participate in it. Aggregated information on all call for proposals planned in a given year can be found in the so-called Action Plans.

Action Plan – a document prepared on an annual basis by each IB, which covers information on the project selection procedure, types of projects, which will be implemented in the given year, the resources allocated to it, as well as rules and dates of call for proposals. The Action Plans are placed on the websites of IB and IB 2.

You will find information on two types of call for proposals:

Open call for proposals is a type under which the call for applications and the applications assessment are carried out in a continuous manner until the available resources are exhausted.

Restricted call for proposals - is organised periodically. The dates of opening and closing the call for applications are defined in advance. The call for applications lasts at least 30 days.

Step 7

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Preparation of the application for the call for proposals.

While preparing to submit the application under the call for proposals, in which we want to take part it is worthwhile to use the offer of the Regional Offices of ESF (ROEFS), which organise trainings on writing projects, they also carry out consultations for potential project providers. The list of ROEFS can be found on the website at www.roefs.pl

If a call for proposals is currently ongoing the Call for Proposals Organising Committee (i.e. a relevant IB or IB 2) places on its website the call for proposals documentation including all information necessary to prepare the application within the frameworks of a given call for proposals.

On the website of the Call for Proposals Organising Committee or at www.efs.gov.pl you can find the **Application Generator**. That is an application for preparing application forms. After filling in all the columns required in the Generator you have to print out the application and submit it, together with other required documents (defined in the call for proposals documentation), in a paper and electronic form to the place indicated in the documents or send it by mail or courier to the address given in the documents.

During the application preparation the Call for Proposals Organising Committee is obliged to provide answers to all questions of the potential project provider related to preparing the project for the call for proposals.

Step 8

Project assessment

The assessment of projects, which were submitted during the call for proposals, is implemented in two stages.

The first of these is **Formal assessment**

The institution, which announces the call for proposals checks whether the submitted documents are complete and correct. After the formal assessment the application will either be forwarded to substantive assessment (if all documents were prepared and submitted in a correct manner) or it will be transmitted to be corrected or it will be rejected (each project provider is entitled to appeal procedure, one should enquire under what conditions it can be used).

If the project is forwarded to substantive assessment after it is completed a letter covering one of the following information is sent:

- The project was adopted to implementation and the whole applied amount was awarded
- The project may be adopted to implementation if substantive changes will be implemented or the budget will be reduced. It is an invitation to negotiations.
- The project was positively assessed but unfortunately it will not be implemented because the financial resources available under the call for proposals were exhausted (in such a case one can wait that a person who has more points and is higher in the ranking list will resign from project implementation and then the next project in line will be awarded financing)
- The project was rejected. In such a case detailed information on the reasons for rejection will be included.

After the substantive assessment is completed a project ranking list is drawn up (i.e. a list of applications ordered from the one with the highest to the lowest number of points), which is placed on the website of the institution that announced the call for proposals.

Step 9

Concluding a project financing agreement

The agreement, above all, determines the following:

- detailed project description and manner of project financing

- payment conditions and schedule
- manner of reporting and settlement
- penalties for breaching the terms of the agreement

After receiving the information that the submitted project was positively assessed and adopted to implementation all necessary documents (which will constitute annexes to the project financing agreement) should be forwarded to the Call for Proposals Organising Committee. It is known in advance what documents will be needed; this information is given in the call for proposals documentation. The last step at this stage is signing two copies of the agreement and if that is done you can start to implement the project.

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Step 10

Project implementation

Project preparation and obtaining financing is only the beginning. The real challenge is the implementation proper of the approved project in such a manner for it to be a success and to achieve all the planned results.

At this point assistance will be provided by the employees of the IB and IB 2, which are responsible for the implementation of the Measure under which the application was submitted. They will take care of all project providers, which received financing, for the entire period of project implementation. You can count on their assistance and that they will provide an answer to every question.

It would also be worthwhile to take a look at the *Manual for managing soft projects* prepared by the Managing Authority. This publication is a compendium of knowledge on the method of implementing projects financed from the European Social Fund. It constitutes an efficient assistance in solving problems arising during project implementation.

VIII. WHAT NEEDS TO BE DONE TO TAKE PART IN THE PROJECT?

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The European Social Fund projects are targeted to many different social groups, but special support is granted to persons listed under the point: Who can participate in the project?

The ESF support may be used only by participating in the project. Therefore, the key to becoming a participant of the project is finding a project for you.

Who, what, where?

At the beginning, it may seem difficult and complicated to find an EU project for you. But most importantly, do not be discouraged and remember that in order to become a project participant you do not have to be familiar with all documents and procedures, you only need to find the project for you.

Just like in the case of preparations to submit your own project the first step is getting to know the Programme and the possibilities of support offered by the Human Capital Programme. You may consult the *Detailed Description of the Priorities of HC OP*, which is placed, *inter alia*, on the website at www.efs.gov.pl. Possibly, the Map of European Social Fund Information Points may also be of aid as it covers a brief description of all Measures and contact details of information points.

If you have no idea how to find assistance and a project for you it is best to call the main call centre of ESF under the number 0 801 337 801, define your situation and ask for information on what forms of aid are available for you and to which IB or IB 2 you should address to receive information on specific projects, in which you may participate. However, if you are more or less familiar with the type of

aid awarded under HC OP and which institution is competent for the Measure, which fits your needs, you need to call directly to the institution and enquire on the currently implemented project to which you may join.

Some institutions run browsers of currently implemented projects or project databases on their websites. The list of currently available browsers is available on the website at: **www.efs.gov.pl**. The biggest browser of training offers under the name Investment in human resources, was developed by the Polish Agency for Enterprise Development. It can be found at <http://www.inwestycjawkadry.info.pl/>

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Map of ESF projects – is an Internet portal currently under development of the Managing Authority of the OP HC, which will cover information on all ESF projects implemented at the given moment. The website will contain a browser which will enable, after defining some criteria, to easily find the projects that we are interested in.

On many occasions the project providers carry out project promotion within the frameworks of Measures planned by them. If this is the case the announcements on the call for applications can be found in the general Polish or regional newspapers, as well as on the websites related to the theme of the project. This manner of project selection is related mainly to training projects.

After finding a relevant project the next step is notifying the project provider and checking if within the frameworks of the project a recruitment process is ongoing and what conditions need to be met in order to take part in the project. If a given person is eligible to participate in it and there are free places then there is nothing else left expect for becoming a project participant and use the aid from the European Social Fund to improve one's qualifications or to find a job!

IX. LIST OF DOCUMENTS AND PUBLICATIONS WORTH READING

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Obligatory for everyone:

Human Capital Operational Programme 2007–2013
Detailed Description of the Priorities of Human Capital Operational Programme

For project providers:

The Human Capital Programme Implementation System
Principles of Selecting Projects under the Human Capital Operational Programme
Manual on the preparation of applications for financing under HC OP
Manual – The Principle of Equal Opportunities for Women and Men in HC OP Projects
Manual for managing soft projects within the context of European Social Fund

Worth reading:

Map of European Social Fund Information Points
Albums presenting the winners of editions of the competition “ESF Good Practices”

All documents and publications were put on the website at: www.efs.gov.pl, they can be also ordered in a paper version by contacting with the Managing Authority or the Intermediate Bodies.

X. WHERE TO LOOK FOR INFORMATION – INFORMATION POINTS

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Here you can find the contact details of information points of all institutions involved in the implementation of Human Capital Programme. We give you the addresses, telephone numbers, e-mails and websites. We also indicated which of them function as Intermediate Bodies and which as 2nd level Intermediate Bodies, as well as for the implementation of which projects under which Measure and Sub-measure they are responsible.

While seeking information and aid in project preparation it is worth to look for it also in the Regional Offices of the ESF, the information on all offices and their offer is available at: www.roefs.pl.

Ministry of Regional Development Department for European Social Fund Management

MA of OP HC

Coordination of Priority V

Wspólna 2/4 St.
00-926 Warszawa
Phone: 0-22 330 30 04
Fax: 0-22 330 30 31
e-mail: pokl@cpe.gov.pl
EFS call centre:
0 801 EFS 801
0 801 337 801
(paid as for a local call)

Intermediate Bodies and 2nd level Intermediate Bodies responsible for central Priorities

**Minister of Labour and Social Policy
Department of Implementing the European Social Fund**

IB

Priority I

Measure 1.3 (1.3.2)

Priority II (all Measures)

IB 2

Priority V

Measures 5.4, 5.5

Tamka 3 St.

00-349 Warszawa

Phone: 0-22 461-63-04

Fax: 0-22 461-62-64

e-mail: elzbieta.wojtowicz@mpips.gov.pl, monika.kwiatkowska@mpips.gov.pl

www.kapitalludzki.gov.pl

**Ministry of Interior and Administration
Implementing Authority for European Programmes**

IB 2

Priority I

Measure 1.3 (1.3.1)

Wspólna 2/4 St.

00-926 Warszawa

Phone: 0-22 461-87-39

Fax: 0-22 461-93-42

e-mail: wwpe@wwpe.gov.pl

www.wwpe.gov.pl

Human Resources Development Centre

IB 2

Priority I

Measures 1.1, 1.2, 1.3 (1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7)

Tamka 3 St.

00-349 Warszawa

Phone: 0-22 237 00 00

Fax: 0-22 237 00 99
e-mail: sekretariat@crzl.gov.pl
www.crzl.gov.pl

Polish Agency for Enterprise Development

IB 2

Priority II

Measures 2.1, 2.2

Pańska 81/83 St.
Phone: 0-22 432-80-80
Fax: 0-22 432-86-20
www.parp.gov.pl

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Ministry of Health

European Funds Department

IB 2

Priority II

Measure 2.3

Stawki 2 St.
00-193 Warszawa
Phone: 0-22 860-68-83
Fax: 0-22 860-68-79
e-mail: zdrowie.pokl@mz.gov.pl
www.zdrowie.gov.pl

Ministry of National Education

Department for Structural Funds

IB

Priority III (all Measures)

Al. Szucha 25 St.
00-918 Warszawa
Phone: 0-22 347-48-81
Fax: 0-22 347-48-83
e-mail: priorytet3pokl@men.gov.pl
www.men.gov.pl

**Ministry of Science and Higher Education
Department of Implementation and Innovation**

IB

Priority IV (all Measures)

Wspólna 1/3 St. (Hoża 20 St.)

00-529 Warszawa

Phone: 0-22 529-23-32, 529-23-30

Fax: 0-22 529-26-62

e-mail: wojciech.bilicz@mnisw.gov.pl, anna.marciniak@mnisw.gov.pl

www.nauka.gov.pl

32 **Ministry of Interior and Administration
Department for Public Administration**

IB 2

Priority V

Measure 5.2

Wspólna 2/4 St.

00-505 Warszawa

Phone: 0-22 661-89-59

Fax: 0-22 661-88-27

e-mail: pokl@mswia.gov.pl

www.mswia.gov.pl

**Chancellery of the Prime Minister
General Director Office**

IB 2

Priority V

Measure 5.1

Al. Ujazdowskie 1/3 St.

Phone: 0-22 694-70-16

Fax: 0-22 694-66-36

e-mail: k.motytk@kprm.gov.pl

www.kprm.gov.pl

Intermediate Bodies and 2nd level Intermediate Bodies responsible for regional Priorities

Dolnośląskie Voivodeship

Marshall's Office
Department for Social Issues

IB

Provides general information on regional Priorities

Mazowiecka 17 St., 2nd floor

50-412 Wrocław

Phone: 0-71 776-96-17, 776-95-52

e-mail: promocja.efs@dolnyslask.pl

www.dolnyslask.pl

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Dolnośląskie Voivodeship Labour Office – office in Wrocław

IB 2

Priorities VI, VII, VIII, IX

Armii Krajowej 54 St.

50-541 Wrocław

Phone: 0-71 782-92-00 internal no. 202

Call centre: 0 800 700 337

Fax: 0-71 782-92-00 internal no. 337

e-mail: promocja@dwup.pl

www.pokl.dwup.pl

Lubelskie Voivodeship

Marshall's Office
ESF Department

IB

Priorities VIII, IX,

Czechowska 19 St.

20-072 Lublin

Phone: 0-81 441-68-43

Call centre: 0 800 888 337

Fax: 0-81 441-68-53

e-mail: efs@lubelskie.pl

www.efs.lubelskie.pl

Voivodeship Labour Office

IB 2

Priorities VI, VII

Okopowa 5St., 3rd floor, room 341 B

20-022 Lublin

Phone: 0-81 463-53-63

Fax: 0-81 463-53-05

e-mail: punkt.konsultacyjny@wup.lublin.pl, efs@wup.lublin.pl

www.wup.lublin.pl

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Lubuskie Voivodeship

Marshall's Office

ESF Department

IB

Priorities VII, VIII, IX

Podgórna 7 St.

65-057 Zielona Góra

Phone/Fax 0-68 456-52-51

e-mail: k.szczygiel@efs.lubuskie.pl

www.efs.lubuskie.pl

Voivodeship Labour Office

IB 2

Priority VI

Wyspiańskiego 15 St.

65-036 Zielona Góra

Phone: 0-68 456-56-56, 56-10

Fax: 0-68 327-01-11

e-mail: wup@wup.zgora.pl

www.wup.zgora.pl

**Marshall's Office
Regional Policy Department**

IB

Priorities VIII, IX

M. Skłodowskiej-Curie 73 St., room 1
87-100 Toruń
Phone: 0-56 656-10-55
e-mail: ue.konsultacje@kujawsko-pomorskie.pl
www.fundusze.kujawsko-pomorskie.pl

Voivodeship Labour Office

IB 2

Priority VI

Szosa Chełmińska 30/32 St.
87-100 Toruń
Phone: 0-56 622-29-44
Fax: 0-56 622-74-85
e-mail: beata.piskorska@wup.torun.pl, aleksandra.marciniak@wup.torun.pl
www.wup.torun.pl

**Regional Social Policy Centre
(Regionalny Ośrodek Polityki Społecznej)**

IB 2

Priority VII

Słowackiego 114 St.
87-100 Toruń
Phone: 0-56 657-14-60
Fax: 0-56 657-14-61
e-mail: ropstor@to.onet.pl
www.efs.ropstorun.pl

Łódzkie Voivodeship

Marshall's Office
HC OP Department

IB

Priorities VII, VIII, IX
Measure 8.2, 9.1, 9.2

Roosvelta 15 St.

90-051 Łódź

Phone: 0-42 663-33-92

e-mail: informacje_pokl@lodzkie.pl

www.pokl.lodzkie.pl

GG: 6847447

Skype: [informacje_pokl.lodzkie](https://www.skype.com/people/informacje_pokl.lodzkie)

Wednesday: 12.00-14.00

Voivodeship Labour Office

IB 2

Priorities VI, VIII, IX

Wólczańska 49 St.

90-608 Łódź

Phone/Fax: 0-42 632-88-30, 632 01-12 internal no. 119, 120

e-mail: pokl@wup.lodz.pl

www.efs.wup.lodz.pl

Małopolskie Voivodeship

Marshall's Office
Regional Policy Department

IB

Provides general information on regional Priorities

Wielicka 72 St.

30-017 Kraków

Phone: 0-12 299-06-36, 06-51

Fax: 0-12 299-06-27

e-mail: pokapitaludzki@umwm.pl, pokl@malopolska.mw.gov.pl

www.wrotamalopolski.pl

Voivodeship Labour Office

IB 2

Priorities VI, VII, VIII, IX

Plac Na Stawach 1 St. , room 110

30-107 Kraków

Phone: 0-12 424-07-37

Fax: 0-12 422-97-85

e-mail: efs@wup-krakow.pl

www.wup-krakow.pl

VLO non-local office

Al. Solidarności 5-9 St., 5th floor, room 503

33-100 Tarnów

Phone: 0-14 626-95-43

e-mail: efs.tarnow@wup-krakow.pl

VLO non-local office

Węgierska 146 St., 2nd floor

33-300 Nowy Sącz

Phone: 0-18 442-91-25, 94 32

e-mail: ns.efs@wup-krakow.pl

Mazowieckie Voivodeship

Marshall's Office

Strategy and Regional Development Department

IB

Provides general information on regional Priorities

Ks. I. Kłopotowskiego 5 St., 3rd floor, part II

03-718 Warszawa

Phone: 0-22 597-97-51

Fax: 0-22 597-97-52

e-mail: dsrr@mazovia.pl

www.mazovia.pl

Voivodeship Labour Office

IB 2

Priority VI

Measure 6.1

Młynarska 16 St.

03-718 Warszawa

Phone: 0-22 578-44-34, 578-44-63

e-mail: punktinformacyjnyefs@wup.mazowsze.pl

www.wup.mazowsze.pl

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Mazowiecki Unit for EU Programmes Implementation

(Mazowiecka Jednostka Wdrażania Programów Unijnych)

IB 2

Priorities VI, VII, VIII, IX

Jagiellońska 74 St.

03-301 Warszawa

Phone: 0-22 295-20 00

Call centre: 0 801 101 101

Fax: 0-22 295-20-01

e-mail: punkt_kontaktowy@mazovia.pl

www.mazovia.eu

Opolskie Voivodeship

Marshall's Office

Operational Programmes Coordination Department

IB

Priority VIII

Ostrówek 5-7 St., room 2

45-081 Opole

Phone: 0-77 541- 62-00, 01

Fax: 0-77 541-62-43

e-mail: info@umwo.opole.pl

www.pokl.opole.pl

Voivodeship Labour Office

IB 2

Priorities VI, VII, VIII, IX

Głogowska 25 c St., room 14

45-315 Opole

Phone: 0-77 441-67-01

Fax: 0-77 441-67-02

e-mail: wup@wup.opole.pl

www.pokl.opole.pl

Podkarpackie Voivodeship

Voivodeship Labour Office

IB

Priorities VI, VII, VIII, IX

Plk. Lisa Kuli 20 St.

35-025 Rzeszów

Phone: 0-17 850-92-00 or 92 35

e-mail: wup@wup-rzeszow.pl

www.pokl.wup-rzeszow.pl

Podlaskie Voivodeship

Marshall's Office

European Social Fund Department

IB

Priorities VI, VII, VIII, IX

Measures 6.2, 6.3, 8.2

Gen F. Kleeberga 20 St.

15-691 Białystok

Phone: 0-85 654-82-60

Call centre: 0 801 308 013

Fax: 0-85 654-82-01

e-mail: sekretariatefs@wrotapodlasia.pl

www.pokl.wrotapodlasia.pl

Voivodeship Labour Office

IB 2

Priorities VI, VIII

Measure 6.1, 8.1

Pogodna 22 St., room 02

15-354 Białystok

Phone: 0-85 749-72-47

Fax: 0-85 749-72-09

e-mail: informacja.efs@wup.wrotapodlasia.pl

www.pokl.up.podlasie.pl

40 **Pomorskie Voivodeship**

Marshall's Office

European Social Fund Department

IB

Priorities VIII, IX

Measures 6.2, 6.3

Augustyńskiego 2 St.

80-819 Gdańsk

Phone: 0-58 326-82-20

Fax: 0-58 326-81-93

e-mail: m.wisniewski@woj-pomorskie.pl

www.wrotapomorza.pl

Voivodeship Labour Office

IB 2

Priority VI

Measure 6.1

Podwale Przedmiejskie 30 St., 3rd floor, room 313

80-824 Gdańsk

Phone: 0-58 326-18-22, 326-48-63

Fax: 0-58 326-18-22

e-mail: m_podbereska@wup.gdansk.pl, a_daniszewska@wup.gdansk.pl

Śląskie Voivodeship

Marshall's Office European Funds Management Division

IB

**Priorities VII, VIII, IX
Measures 8.2, 9.1, 9.2**

Dąbrowskiego 23 St.

40-037 Katowice

Phone: 0-32 774-01-25

Fax: 0-32 774-04-02

e-mail: efs@silesia-region.pl, pmazurczyk@silesia-region.pl

www.efs.silesia-region.pl

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Voivodeship Labour Office

IB 2

**Priorities VI, VIII, IX
Measures 8.1, 9.3**

Kościuszki 30 St., 2nd floor, room 211

40-048 Katowice

Phone: 0-32 757-33-11

Fax: 0-32 757-33-12

e-mail: efs@wup-katowice.pl

www.efs-wup.katowice.pl

Świętokrzyskie Voivodeship

Świętokrzyskie Regional Development Office (*Świętokrzyskie Biuro Rozwoju Regionalnego*)

HC OP Office

IB

Priorities VI, VII, VIII, IX

Measures 6.3, 8.2

Jagiellońska 70 St.

25-956 Kielce

Phone: 0-41 335-05-02, 06-03, 06-11

Fax: 0-41 345-06-07
e-mail: pokl_sekr@pokl.sbrn.pl
www.pokl.sbrn.pl

Voivodeship Labour Office

IB 2

Priorities VI, VIII

Measures 6.1, 6.2, 8.1

Witosa 86 St.

25-561 Kielce

Phone: 0-41 364-16-22

42 Fax: 0-41 364-16-66

e-mail: wup@wup.kielce.pl

www.wup.kielce.pl

Warmińsko-Mazurskie Voivodeship

Marshall's Office

European Social Fund Department

IB

Priorities VII, VIII, IX

Measure 8.2

Emilii Plater 1 St.

10-575 Olsztyn

Phone: 0-89 521-97-21

e-mail: efs@warmia.mazury.pl

www.efs.warmia.mazury.pl

Voivodeship Labour Office

IB 2

Priorities VI, VIII

Measure 8.1

Głowackiego 28 St.

10-448 Olsztyn

Phone: 0-89 522-79-55, 65

Fax: 0-89 522-79-01

www.up.gov.pl

Wielkopolskie Voivodeship

Voivodeship Labour Office

IB

Priorities VI, VII, VIII, IX

Kościelna 37 St.

60-537 Poznań

Phone: 0-61 846-38-23

Fax: 0-61 846-38-23

e-mail: infoefs@wup.poznan.pl

www.efs.wup.poznan.pl

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Zachodniopomorskie Voivodeship

Voivodeship Labour Office

IB

Priorities VI, VII, VIII, IX

A. Mickiewicza 41 St., room 209, 210, 211

70-383 Szczecin

Phone: 0-91 42-56-163, 164

e-mail: pokl@wup.pl

Słowiańska 15 a St., room 25, 26

75-846 Koszalin

Phone: 0-94 344-50-25, 26

e-mail: poklkozsalin@wup.pl

NOTES

