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REGULATIONS ON RECRUITMENT AND PARTICIPATION IN THE ERASMUS+ PROJECT NO. 2025-3-PL01-KA154-YOU-000372350 “GIRLDEAR ACADEMY (INTERNATIONAL ACADEMY OF YOUNG WOMEN’S LEADERSHIP)”

DEFINITIONS

1. Project – refers to Project No. 2025-3-PL01-KA154-YOU-000372350 entitled “GIRLDEAR ACADEMY,” implemented by the Foundation Center for Social Initiatives FCIS in partnership with Associação CVI – Centro de Vida Independente and Muslimisches Jugendwerk e.V. under the Erasmus+ Programme.
2. Guide – refers to the Erasmus+ Programme Guide available at: www.erasmusplus.ec.europa.eu/pl/programme-guide/introduction-to-the-programme-guide/how-to-read-the-programme-guide
3. EU Youth Strategy (2019–2027) – refers to the current European Union Youth Strategy available at: www.eur-lex.europa.eu/PL/legal-content/summary/eu-youth-strategy-2019-2027.html
4. Young Person – refers to a person aged 15–29, according to the European Labour Force Survey indicator, including students and university students.
5. Person with Special Needs – refers to a person who, due to disability or other difficulties, has limited access to various areas of life and therefore requires additional support to ensure equal participation.
6. Candidate – refers to a young person aged 18–29 interested in participating in the Project who applies for recruitment and submits a signed participation declaration.
7. Participant – refers to a young person aged 18–29 who meets the formal requirements, submits all required recruitment documents on time, is positively evaluated in the recruitment process, and is qualified to participate in the Project.
8. Project Implementer – refers to the Foundation Center for Social Initiatives FCIS (Poland) – Project Leader, Associação CVI – Centro de Vida Independente (Portugal) – Project Partner, and Muslimisches Jugendwerk (Germany) – Project Partner.
9. Project Office – refers to the coordination team appointed by the Organizer to manage the Project and ensure its effective implementation in three countries: Poland, Germany and Portugal.





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GENERAL PROVISIONS

1. These Regulations define:
 - a) participation criteria in the Project,
 - b) recruitment procedures for Participants,
 - c) rules for organizing individual Project activities,
 - d) rights and obligations of Participants.
2. Overall supervision of the Project's implementation, as well as resolving matters not regulated herein, lies with the Organizer.
3. Decisions made by the Organizer are final and not subject to appeal.
4. The Project will be implemented **from March 1, 2026, to February 29, 2028**.
5. The main objectives of the Project are:
 - A) To provide young women, including persons with special needs, with space for direct engagement in learning processes and civic activities, including structured dialogue with decision-makers at various levels of authority.
 - B) To increase gender balance in political power at all levels of youth participation.
 - C) To raise young people's awareness and knowledge of common European values, fundamental rights, and mechanisms for protecting their rights.
 - D) To activate young women who have not previously engaged in activities or initiatives promoting women's leadership and fighting in equality.
 - E) To enhance young women's digital competencies in managing digital publications, including journalism, fact-checking, and social media management.
 - F) All forms of support and activities offered within the Project, including mobilities, workshops, training sessions, and meetings, are co-financed by the European Union under the Erasmus+ Programme.

FORMS OF PARTICIPATION IN THE PROJECT

1. Two forms of participation are planned

A. International Mobility Cycle Programme of the Young Women's Leadership Academy

This programme includes the following forms of support:

International Cycles of Workshops and Meetings

First meeting

June 3–5, 2026, Białystok (Poland)

Thematic Block C: Women's Transformational Training Module, including:

- 1) non-violent and hate-free communication workshop,
- 2) professional relationship-building and partnership workshop,
- 3) professional image-building workshop,
- 4) local sustainable development workshop,
- 5) project management workshop,
- 6) fundraising and community-building workshop.

Second meeting

September 9–11, 2026, Düsseldorf (Germany)

2





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Thematic Block B: Young Women's Leadership, including:

- 1) Leaders' Transformation – Group Process workshop,
- 2) professional leader image-building workshop,
- 3) disinformation prevention and online content management workshop,
- 4) youth participation in youth organizations workshop (activation methods, projects, internships),
- 5) democratic and social youth participation workshop, including political engagement.

Third meeting

June 9–11, 2027, Lisbon (Portugal)

Thematic Block A: Strong Women, including:

- 1) gender awareness and personal identity workshop,
- 2) psychological resilience training (based on testing – individual session),
- 3) life coaching workshop (professional image, strengths assessment, personality types, burnout prevention, coping with difficult life situations),
- 4) self-presentation and personal branding in social media workshop,
- 5) women's self-advocacy and independent living concept workshop: human and civil rights in the EU, equality and equal access standards,
- 6) workshop on conscious use of rights and protection against discrimination and violence.

Fourth meeting (conditional)

October 14–16, 2027, Brussels (Belgium) – EU Institutions

Organized upon winning first place in the competition for the best youth project promoting women's leadership, including:

- 1) study visits to selected EU institutions in Brussels,
- 2) mentoring meeting with practitioners and participants of the European Commission Blue Book Traineeship Programme,
- 3) mentoring meeting with representatives of the Eastern Poland Representative Office in Brussels,
- 4) mentoring meeting with EU-level decision-makers – Members of the European Parliament,
- 5) gala dinner and award ceremony for Academy leaders,
- 6) joint debate and presentation of achievements of the International Academy.

2. Additional forms of participation:

- A. Participation in one-day national youth meetings organized within the Project,
 - B. Participation in online international meetings,
 - C. Inclusion in the Editorial Team of the Virtual Women's Leadership Magazine,
 - D. Inclusion in the International Network of Young Women's Leadership.
3. Participants are provided with individual support covering all participation-related costs, including special needs adjustments, travel insurance, accommodation, full board, training materials, flight tickets, and local public transport.





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4. Trainings, courses, and workshops are conducted by experts with documented professional experience.
5. Upon completion of the Programme, participants will receive an EU certificate confirming the acquired competencies.

B. National Meetings Programme of the Young Women's Leadership Academy

1. The programme includes eight one-day meetings:

First meeting (June–August 2026):

- A. participatory workshop on the mission, vision, and goals of the International Network of Young Women's Leadership,
- B. youth workshop on the Virtual Women's Leadership Magazine,
- C. training on **creating and managing digital media channels**.

Second meeting (June–August 2026):

- A. presentation of the International Network and Virtual Magazine concept,
- B. consultations with youth councils and clubs on unmet youth needs,
- C. presentation by one decision-maker on youth-friendly policies and youth participation.

Third meeting (September–November 2026):

- A. participatory workshop on the mission, vision, and goals of the International Network,
- B. youth workshop on the Virtual Magazine,
- C. expert training on leadership: **how to become a leader**.

Fourth meeting (September–November 2026):

- A. presentation of Network and Magazine concepts,
- B. consultations with youth councils and clubs,
- C. presentation by two decision-makers on youth engagement.

Fifth meeting (February–March 2026):

- A. presentation of the Network Statute and consultation results,
- B. presentation of the Consultation Report "Unmet Youth Needs – Gender Balance in Leadership,"
- C. participatory workshop and debate on Stage II consultations,
- D. expert training on **self-advocacy in youth groups**.

Sixth meeting (February–March 2026):

- A. presentation of the Network Statute and consultation results,
- B. presentation of the Consultation Report,
- C. Stage II consultations with youth representatives,
- D. presentation by three decision-makers.

Seventh meeting (April–May 2026):

- A. presentation of the Network Statute and consultation results,
- B. presentation of the Consultation Report,
- C. introduction to Stage II consultations,





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- D. expert training on local sustainable development.
- Eighth meeting (April–May 2026):**
- A. presentation of the Network Statute and consultation results,
 - B. presentation of the Consultation Report,
 - C. Stage II consultations,
 - D. presentation by four decision-makers.
2. Additional elements:
- A. Inclusion in the Editorial Team of the Virtual Women’s Leadership Magazine,
 - B. Inclusion in the International Network of Young Women’s Leadership.
3. Participants receive individual support covering costs related to participation, including special needs adjustments, full board, and training materials.
4. Trainings and workshops are conducted by qualified experts.
5. After completing the Programme, participants receive an EU certificate confirming acquired competencies.

RECRUITMENT

1. Eligibility Criteria

- A. Target group – Age: Persons aged 18 to 29 may be qualified to participate in the Project.
- B. Target group – Gender: Only women may participate in the International Mobility Cycle Programme of the Young Women’s Leadership Academy. In the National Meetings Programme, women are given priority. If there are remaining places, men may also be qualified.
- C. English language proficiency: A person may be qualified for the International Mobility Cycle Programme if they submit a written declaration confirming English proficiency at a minimum B2 level, which means that the person:
 - a) understands the main ideas of complex texts on both concrete and abstract topics, including technical discussions within their field,
 - b) can produce clear and detailed spoken and written statements on a wide range of topics and explain their viewpoints, considering advantages and disadvantages of different solutions.
- D. A person participating in the Young Women's Leadership Academy National Meetings Program is not required to have a B2 level of English language proficiency.

2. Application Deadline

A person may be qualified for participation if they submit an online participation declaration and application form between **March 8, 2026, and March 31, 2026**.

3. Order of Applications

Due to the limited number of places, candidates will be qualified in the order of applications received, until all available places are filled.

4. Recruitment Conditions

5





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- a) All information regarding recruitment will be published on the Organizer's website & social-media.
- b) Registration is carried out by submitting the following documents:
 - A. Declaration of participation in the Project along with confirmation of having read these Regulations,
 - B. Application form for the selected form of participation,
 - C. Participant's personal data form,
 - D. Participant's declaration,
 - E. Declaration of English language proficiency.
5. The recruitment process is conducted on a continuous basis until the final group of participants is recruited. It is carried out impartially, in accordance with transparent and uniform rules applicable to all candidates, and based on recruitment documents.
- 6. Recruitment Procedure**
 - a) The recruitment process includes the following stages:
 - A. **Stage I** – Submission of recruitment documents within the specified deadline.
 - B. **Stage II** – Formal assessment:
 - C. Candidates are required to submit complete documentation and meet eligibility criteria.
 - D. **Stage III** – Substantive assessment:
 - E. An interview with the Coordination Team to identify the candidate's personality traits, needs, and motivation.
 - b) Recruitment ends with the creation of a list of qualified participants and a reserve list.
 - c) In the event of resignation by a qualified participant, candidates from the reserve list will be admitted.
 - d) All qualified persons will be informed of the results by email.

RIGHTS AND OBLIGATIONS OF PROJECT PARTICIPANTS

1. The Organizer shall make every effort to ensure equal rights for all Project participants. Any form of discrimination is unacceptable.
2. Each participant has the right to take part in Project management by submitting ongoing comments, opinions, and suggestions regarding the implementation of activities through the Coordination Team. Submitted feedback may influence the Organizer's decisions.
3. In its activities, the Organizer follows the principles of legality, transparency, openness, equality, universality, and sustainable development.
4. The Organizer shall provide each participant with enhanced mentoring support in order to meet specific needs and facilitate participation in the Project, particularly those arising from disability, economic barriers, discrimination, cultural differences, and social barriers.
5. Upon completion of training, each participant has the right to receive an EU certificate confirming the acquired qualifications. The certificate will be issued by the Project Organizer.





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6. Participation in the Project is free of charge.
7. Participants are required to comply with these Regulations, applicable laws, and principles of social coexistence.
8. A person qualified for the Project undertakes to begin and complete all activities, including mobilities, in accordance with these Regulations, at the designated place and time.
9. Participants are required to hold a **European Health Insurance Card** (EHIC) for the duration of international mobility. The EHIC should be obtained from the relevant national health authority.
10. Participation in individual and group activities within the Project is mandatory and documented by handwritten signatures on attendance lists, as well as by completing evaluation questionnaires and other documents related to specific activities.
11. Each participant undertakes to provide the Organizer with information and personal data necessary for evaluation, monitoring, and reporting purposes.
12. The Organizer reserves the right to remove a participant from the list in the event of violation of these Regulations or serious breach of law or principles of social coexistence.
13. In the event of unjustified resignation or removal resulting from failure to comply with these Regulations, the Organizer may demand reimbursement of training materials and participation costs.

FINAL PROVISIONS

1. These Regulations shall enter into force on the date of their public announcement.
2. The Organizer reserves the right to amend these Regulations. Information about any changes will be published on the Project's website and social media profiles.
3. Each participant confirms in writing that they have read and accepted these Regulations.
4. In matters not regulated herein, the final decision shall be made by the Organizer.
5. The Project is financed by the European Union under the Erasmus+ Programme.
6. The Organizer shall not be liable to participants in the event of suspension of funding by the Erasmus+ Agency, including due to lack of funds.





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ANNEXES TO THE REGULATIONS - FORMS

****APPENDIX NO. 1
Declaration of Participation****

Candidates' data	First name(s)	
	Last name	
	Telephone number	
	Email address	
	Residential address	
	Place and date of birth urodzenia	
	I am a person with a disability <input type="checkbox"/> Yes <input type="checkbox"/> No	

I hereby declare my willingness to participate in the Project under Erasmus+ Programme No. 2025-3-PL01-KA154-YOU-000372350 "GirlDear Academy (International Academy of Young Women's Leadership)."

I confirm that I have read the Recruitment and Participation Regulations and meet the eligibility criteria for participation in the Project.

I have been informed of criminal liability for submitting false statements.





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I consent to the processing of my personal data contained in the Application Form for the project in accordance with the provisions of the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws of 2018, item 1000) and 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 EU L. of 2016, No. 119, p. 1) to the extent necessary for the implementation of project no. 2025-3-PL01-KA154-YOU-000372350 entitled GirlDear Academy.

.....
Place, date, and signature (sign with your first and last name)

****APPENDIX NO. 2** Application Form for Selected Form of Participation**

I declare my willingness to participate in the Project and choose (You may only choose one path of participation in the project):

International Mobility Cycle Programme of the Young Women's Leadership Academy	<input type="checkbox"/> YES
National Meetings Programme of the Young Women's Leadership Academy	<input type="checkbox"/> YES

.....
Place, date

.....
Signature (sign with your first and last name)

****APPENDIX NO. 3** Participant's Personal Data Form**

Basic Information

No	Data
1	First name





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2		Last name	
3		National ID number	
4		Gender	<input type="checkbox"/> Female
			<input type="checkbox"/> Male
5		Age at the time of joining the Project	
6		Education level	<input type="checkbox"/> Less than primary
			<input type="checkbox"/> Primary
			<input type="checkbox"/> Junior high school
			<input type="checkbox"/> Upper secondary school
			<input type="checkbox"/> Post-secondary school
			<input type="checkbox"/> Higher education

Contact Information

1	Municipality	
2	City/Town	
3	Street	
4	Building number	
5	Apartment number	
6	Postal code	
7	Phone number	
8	Email address	

Individual data

Professional Experience		
1	Place of employment / sector	
2	Is your workplace or school environment male-dominated?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please briefly explain why?.....
3	Do you currently hold a managerial or leadership position?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Motivation for Participation		





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4	Where do you see yourself in five years?	
5	What challenges do you face as a woman in professional life?	
6	How will you share the knowledge and skills gained through the Project?	
7	What motivates you to participate?	
8	What are your expectations?	
9	What is the importance of women in leadership positions?	
Interests		





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10	<ul style="list-style-type: none"> a) Mental strength and resilience b) Self-presentation and personal branding c) Equality and anti-discrimination d) Leadership development e) Healthy lifestyle and physical resilience f) Coaching / mentoring g) Other 	<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES, please specify:..... .
11	<p>Additional Information Do you belong to a group at risk of social exclusion (e.g. LGBTQ+, ethnic or national minority, or other)?</p>	<input type="checkbox"/> YES, You can provide more detailed information:





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12.	<p>Do you have any special needs we should be aware of?</p> <p>Attachment:</p>	<p>Possible support:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assistant <input type="checkbox"/> Interpreter <input type="checkbox"/> Easy-to-access room <input type="checkbox"/> Accessible room <input type="checkbox"/> Prayer room <input type="checkbox"/> Text-based communication <input type="checkbox"/> Easy-to-read materials <input type="checkbox"/> Dietary restrictions - please specify: <input type="checkbox"/> Alternative communication methods <input type="checkbox"/> Other, please specify:..... <p>Applicants are required to attach a one-minute video: "Why do I want to become a LEADER?" (Sign the file with your name and surname)</p>
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.....
Place, date

.....
Signature (sign with your first and last name)

****APPENDIX NO. 4 Declarations of the person participating in the Project**

I, the undersigned, declare that I have read and fully accept the Recruitment and Participation Regulations of the Project under the Erasmus+ Programme No. 2025-3-PL01-KA154-YOU-000372350 entitled GirlDear Academy (International Young Women's Leadership Academy)

.....
Place, date

.....
Signature (sign with your first and last name)





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Consent to Personal Data Processing (GDPR)

This takes into account the information obligation implemented in connection with Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council

In connection with joining the project under the Erasmus + Program No. 2025-3-PL01-KA154-YOU-000372350 entitled GirlDear Academy (International Young Women's Leadership Academy), I acknowledge that:

1. The controller of my personal data is the FCIS Foundation Centre for Initiatives for Society with its registered office at Elektryczna 8, 15-080 Białystok, Poland – project coordinator, entered into the register of associations, other social and professional organizations, foundations and independent public healthcare facilities of the National Court Register under number 0000348460, and the Foundation for the Development of the Education System – National Agency of the Erasmus+ Programme and European Solidarity Corps, with its registered office in Warsaw, at Al. Jerozolimskie 142A, postal code 02-305, Warsaw, entered into the register of associations, other social and professional organizations, foundations and independent public healthcare facilities of the National Court Register maintained by the District Court for the capital city of Białystok. Warsaw in Warsaw, XII Commercial Division of the National Court Register under the KRS number 0000024777, and the Tax Identification Number (NIP): 526-10-00-645 and the National Business Registry Number (REGON): 010393032.
2. The processing of my personal data is lawful and meets the conditions referred to in Article 6(1)(c) and Article 9(2)(g) of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) – personal data are necessary for the implementation of the ERASMUS+ Programme on the basis of: Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013.
3. My personal data will be processed in the "Erasmus+ Programme" database.
4. My personal data will be processed solely for the purpose of implementing the project under the Erasmus+ Programme No. 2025-3-PL01-KA154-YOU-000372350 entitled GirlDear Academy (International Young Women's Leadership Academy), in particular to confirm the eligibility of expenses, provide support, monitor, evaluate, control, audit, and report, as well as information and promotional activities under the Erasmus+ Programme.
5. My personal data may be made available to bodies authorized under applicable law.
6. Providing your personal data is a necessary condition for receiving support, and refusing to provide it will result in the inability to provide support under the project.
7. My personal data will not be transferred to a third country or international organization.
8. My personal data will not be subject to automated decision-making.
9. My personal data will be stored until the project and Erasmus+ Program are settled and the documentation is archived.





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10. I can contact the person responsible for personal data protection at the beneficiary's office by sending an email to: fundacja.fcis@gmail.com.
11. I have the right to access my data and to rectify, erase, or restrict its processing if the conditions set out in Articles 17, 18, and 19 of the GDPR are met.
12. I have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.
13. In order to confirm the eligibility of expenses in the project and for monitoring purposes, my personal data such as name(s), surname, place and date of birth, ID number, project number, date of commencement of participation in the project, date of completion of participation in the project.

.....

Place, date

.....

Signature (sign with your first and last name)

Image Use Consent

Based on art. 81 section 1 of the Act of 4 February 1994 (consolidated text: Journal of Laws of 2021, item 1062, as amended) on copyright and related rights, I declare that I consent to the recording and free, multiple dissemination of my image and the publication of photos and/or recordings with my image, together with my name and surname, on the YouTube channel, social networking sites and websites for educational, promotional and informational purposes related to the implementation of the project under the Erasmus + Program no. 2025-3-PL01-KA154-YOU-000372350 titled GirlDear Academy (International Young Women's Leadership Academy).

This consent is granted to the FCIS Foundation Center for Initiatives for Society, with its registered office at Elektryczna 8, 15-080 Białystok, Poland – project coordinator, entered in the register of associations, other social and professional organizations, foundations, and independent public healthcare facilities of the National Court Register under number 0000348460.

This consent is not limited in time or territory and applies to all materials, including photos and/or recordings of me, taken during events organized as part of the project under the Erasmus+ Program no. 2025-3-PL01-KA154-YOU-000372350 entitled GirlDear Academy (International Young Women's Leadership Academy).

The image may be used for various forms of electronic image processing, cropping and composition, without obligation to accept the final product, but not in forms that are offensive or generally considered unethical.

.....

Place, date

.....

Signature (sign with your first and last name)





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Declaration of Truthfulness

I declare that I have been warned of criminal liability for submitting a false declaration or concealing the truth (pursuant to Article 233 § 1 and 2 of the Act of 6 June 1997, the Penal Code (Journal of Laws of 1997, No. 88, item 553).

I hereby declare that the data provided in the recruitment documents for this Project correspond to the facts and are truthful.

.....
Place, date

.....
Signature (sign with your first and last name)

****APPENDIX NO. 5**

Declaration of English Language Proficiency**

I hereby declare that my English proficiency level is:.....
This level enables me to achieve the objectives of the Project.

.....
Place, date

.....
Signature (sign with your first and last name)

Language Proficiency Scale

A1 – Beginner

A2 – Elementary

B1 – Intermediate

B2 – Upper Intermediate

C1 – Advanced

C2 – Proficient

(Descriptions correspond to the Common European Framework of Reference for Languages.)

