

I. QUALITATIVE INFORMATION

I.1 – RESULTS

1. List the original goals and objectives of the action as set out in the grant agreement, and explain how they were met during the implementation period.

Guideline No 1 – Improving access to EURES

Objective: Dissemination of knowledge on professional mobility and EURES.

The objective has been accomplished by means of training in EURES for non-EURES staff from labour offices and by means of information campaigns to inform PES' clients on EURES. VLOs published a number of publications with information on EURES services.

Guideline No 2 – Ensuring services to employers

Objective: Assistance at recruitment of employees from abroad,, interested in job seeking in Poland, promotion of national and regional employers, provision of information about living and working conditions in Poland.

The objective has been accomplished through information measures (meetings with employers) and European job placement for Polish employers (assistance in acquisition of employees with specific qualifications from the EEA countries), "mobility packages" for Polish employers, abroad internship programmes for Polish young people, participation by EURES staff in international job fairs with a view to promoting the offer of Polish employers and to disseminating information about the opportunities for participation in internships abroad. The goal was to reach as many employers as possible and inform them about EURES services, coming into existence of the EURES brand as a reliable job broker and promotion of EURES services.

Guideline No 3 – Providing services to jobseekers, job changers and the unemployed

Objective: Promotion and dissemination of issues related to mobility on the Polish labour market and labour markets in other EU/EEA states. Promotion of the EURES portal. Provision of opportunities for legal employment to the unemployed persons and jobseekers from Poland. Conduct of recruitment measures for employers from the EU/EEA countries.

The goal has been achieved:

- by providing reliable information about EURES services to persons interested in job abroad, making them acquainted with the working and living conditions in selected EEA countries, providing information about the opportunities for legal employment, education and internships abroad, as well as operation of business

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within the EEA territory;

- by providing the candidates for work abroad with a complete package of information about the methods for job seeking abroad, for using web-based databases and other opportunities, about procedures related to termination of work in an EEA country and return to the home country;

- by obtaining job offers from abroad, conducting recruitment for abroad employers, enabling direct meetings of foreign employers with Polish candidates and verification of their qualifications, if need be. Making it possible for job candidates to meet an employer in person and to obtain detailed information about working and living conditions before taking up a job;

- by organising informational meetings at PLOs, job fairs, workshops in professional preparation of application documents in the European format and individual counselling with a vocational advisors, for instance in the field of preparations for a job interview and job seeking methods, participation in international job fairs;

- by means of dissemination of information about safe travels abroad, including the use of services provided by private employment agencies, conduct of workshops : "Safe departures to work abroad".

Guideline No 4 – Networking with other stakeholders

Objective: Launching and maintaining systematic contacts and co-operation with partners on the labour market and other EU networks.

The goal has been achieved by establishing co-operation with other stakeholders on the labour market and other EU networks, mutually taking advantage of the opportunities to obtain information and to share good practices, as well as by finding a dimension for co-operation in support for mobility on the European labour market and mutual assistance in development of various types of undertakings. Conduct, for instance, of an information seminar for EUROPASS and participation in the European Day held by Europe Direct.

Guideline No 5 – Functioning of EURES network

Objective: Acquisition of appropriate knowledge and abilities allowing to act as a EURES advisor. Improving customer service for EURES clients.

The objective has been accomplished through the implementation of trainings for PLOs performing EURES tasks, through improvement of knowledge in the field of EURES services, communication, team building, effective communication and co-operation of PLO and VLO personnel. Making the employment agents from PLOs providing EURES services acquainted with the issues regarding human trafficking and the scale of this problem.

Under this guideline, EURES Working Party in Poland was established with reference to the Polish presidency in the EU Council.

Guideline No 6 – Implementing cross-border activities

Objective: Development of EURES service network in border areas of Poland and Germany, Czech Republic, Slovakia and Lithuania. Increase in the interest

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of persons inhabiting border areas in cross-border mobility.

The goal has been achieved by providing comprehensive information to employers within cross-border areas about the opportunities to obtain employees, by organising Cross-Border Information Days, Cross-Border Information and Recruitment Days, Cross-Border Job Fairs and seminar under the title “Cross-border EURES – Information for employers”. A point of consultation with experts from the Polish and German labour market was organised, information was provided on the opportunities under the EURES network to participate in internships and to take up seasonal work within border areas.

2. Summary of progress of your actions (please summarise your action as well as any difficulties you have faced in implementing it):		
<i>Please concisely present your project plan/activity plan as outlined in the approved action grant agreement.</i>	<i>Describe any variance from the original action plan. Describe how and why, provide justification of the change(s) made and impact on project implementation.</i>	<i>Activity description</i>

GUIDELINE No 1 – Improving access to EURES services

<p><u>1.1 EURES trainings for non-EURES staff</u></p> <p>Organisation of trainings in EURES services, <i>inter alia</i> in the form of seminars, workshops and information meetings, etc. Trainings in the form of seminars will be addressed to PES management. The participation of EURES staff as training experts on safe job seeking in EEA countries is planned as well.</p>	<p>The trainings were not implemented in the planned quantity due to implementation of a part of trainings in the form of individual contacts, organisation of trainings for combined groups of employees and organisation of a part of trainings using own funds. The divergences above did not affect the implementation of the action.</p>	<p>Action description:</p> <p>Trainings were implemented in the form of workshops, seminars and information meetings for non-EURES staff. The subject range of trainings covered, among other things, general information about the EURES network, EURES websites, gainful mobility, labour mobility, legal bases for the functioning of the EURES network, access to and handling of EURES job offers, co-operation with domestic and abroad employers, including the procedures applied in recruitment, of the cross-border partnership EURES-TriRegio, EURES measures in the regions and at the national level, the forms and channels of EURES promotion, areas of co-operation of Voivodeship and Poviast Labour Offices, the social insurance rules for persons who take up a job in Poland and the social insurance rules in the case of taking up a job in other countries, the issues related to human trafficking, practical implementation of standards for labour market services.</p> <p><i>6 EURES trainings for non-EURES staff from labour offices were implemented using</i></p>
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		<p><i>own funds, 129 persons participated in the trainings.¹</i></p> <p>Results / outcomes achieved:</p> <p>The number of trainings for the personnel of Voivodeship Labour Offices – 19; the number of trainings for the personnel of Poviats Labour Offices – 10; the number of trainings for senior management – 2; the number of trainings for employees from outside public employment services – 5; the number of VLO personnel covered by trainings – 324; the number of PLO personnel covered by trainings – 198; the number of senior management covered by trainings – 37; the number of non-PES employees covered by trainings – 93.</p> <p>The action resulted in exchange of experience between the participants of the trainings in the area of EURES measures. The participants broadened their knowledge about EURES services, which will make it possible for them to perform their everyday work more effectively, they obtained information about the EURES network, broadened their knowledge about professional mobility in the EU/EEA countries. The classes helped them prepare a plan of areas of co-operation between the tasks pertaining first of all to promotion of EURES services, common measures oriented towards employers/ investors, the unemployed and jobseekers.</p> <p>Target groups the action reached:</p> <p>non-EURES staff, persons involved in direct handling of clients: employment agents, career advisors, employees for co-ordination of benefits, employees for recording and registering the unemployed at the Poviats and the Voivodeship Labour Offices, managing personnel at the Poviats Labour Offices.</p> <p>including:</p>
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¹ Text in italics in this report means an activity implemented by a VLO under own activities. These activities were financed using VLO funds or were conducted without incurring any costs.

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		<p>1. The EEA countries taking part in the action: Poland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Powiat Labour Offices, Gmina Information Centres, Career Centres, Voluntary Work Corps, the University of Białystok, District Labour Inspectorate and other organisations operating on the labour market in Poland.</p> <p>Type of event: workshops, seminars, conferences, information meetings</p> <p>Place and date of the event: Legnica – 26.03.2012, 2-3.04.2012, Jelenia Góra – 17-18.10.2011, Jeleniewo – 23-26.05.2012, Wielka Nieszawka – 12-13.03.2012, Zielona Góra – 16.11.2011, Łódź – 15.03.2012, Kraków - 26-27.03.2012, 16-17.04.2012, 19-20.04.2012, Prószków – 7-8.03.2012, Nysa – 28.02.2012, Namysłów – 5.03.2012, Prudnik – 9.03.2012, Rzeszów – 13.04.2012, Białystok – 20.04.2012, 29.05.2012, Gdańsk – 02.04.2012, 13.04.2012, Katowice – 21-23.05.2012, Konin – 15.05.2012, Wyrzysk – 16.05.2012, Poznań – 16-18.05.2012, Turek – 17.05.2012, Kościan – 17.05.2012, Trzcianka – 17.05.2012, Gostyń – 18.05.2012, Chodzież – 18.05.2012, Rawicz – 21.05.2012, Jarocin – 22.05.2012, Koło – 22.05.2012, Kępno – 31.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: 652 persons</p> <p>2. Countries and organisations of participants: Poland; employees of regional and local labour offices</p> <p>3. Outcomes of the event:</p> <p>Familiarising the groups of persons not fulfilling EURES tasks with services and actions of EURES network, creating conditions for fuller performance of EURES tasks, increasing knowledge and awareness of career advisors about EURES network services provided to job seekers.</p>
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<p><u>Information campaigns to inform PES' clients on EURES</u> Organising advertising campaigns, e.g. in the form of publication of articles and advertisements in local and regional press, competitions, broadcasting of radio programmes, advertising in the Internet and other forms of advertisement and promotion of EURES services.</p> <p>Provision of EURES information materials that is uniform for the whole country.</p> <p>Increased access to information about EURES through development of a national EURES website and websites of regional labour offices with in accordance with the users' needs.</p>	<p>The planned information campaign has been implemented: part of activities was covered using own funds.</p>	<p>Action description:</p> <p>Advertising campaigns, in the form of articles and advertisements in local and regional press, films, competitions, radio programmes, advertisements in the Internet and other forms of advertisement and promotion of knowledge of EURES services, advertisements in public means of transport and in the Internet were organised. Information about EURES was disseminated through participation in events delivered by labour market institutions.</p> <p>Support to regional information actions was provided by producing information materials concerning address data of EURES advisors in form of business cards. A leaflet about the EURES website was produced as well.</p> <p>The domestic website was adjusted to the needs of the unemployed, job seekers and employers; a new graphical layout of the internal network and software for handling of Polish offers of job seekers in Poland were implemented. The information about EURES is also available on the websites of Voivodeship Labour Offices.</p> <p><i>Own funds were used to implement: 1 advertisement campaign in the form of an advertisement on LED panels in public means of communication; number of broadcasts – 266; 2 types of informational materials were issued in a circulation of 1,500 copies; information about EURES services were presented at a conference for 90 persons.</i></p> <p>Results / outcomes achieved: Number of information campaigns – 17; number of domestic informational materials – 2 types, circulation of 41,600 copies; number of visits on the domestic EURES website – 882,000 hits; number of VLOs that have information about EURES on their websites – 16.</p> <p>Obtaining up-to-date information about the opportunities to take up education and work in the EU/EEA countries, the working and living conditions, job offers, conducted recruitments, as well as the methods for seeking a job under the EURES network. The actions contributed to increasing the number of contacts with the clients of offices (telephone, personal, e-mail) with EURES staff. Extending knowledge of the opportunities and threats related to taking jobs abroad and ways to avoid consequences</p>
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		<p>by the persons who are not prepared for the departure.</p> <p>Target groups the action reached: persons interested in taking jobs in the EU/EEA countries, the unemployed, persons seeking jobs abroad, pupils, students, graduates, regional employers, persons returning to Poland.</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Great Britain, Ireland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Kazimierz Wielki University in Bydgoszcz, University of Łódź, Lodz University of Technology, European Information Point Europe Direct in Małopolskie Voivodeship, Podkarpackie Voivodeship Police Headquarters, District Labour Inspectorate in Rzeszów, Social Insurance Institution, Academic Career Offices, VLO Information and Career Planning Centres, Polish diaspora press in Great Britain "Polish Express", Polish diaspora press in Ireland "Nasz Głos".</p> <p>Type of event: information campaigns in the form of radio advertisement spots, web-based advertisement banners, published paper information materials, advertisements in public means of communication, organised competitions and radio programmes, advertisement films, advertisements and articles in regional press and in the Internet.</p> <p>Place and date of the event: information campaigns: 01.10.2011 – 31.12.2012, 29.02.2012, 25.10.2011, 27.03.2012, 01.11.2011- 31.05.2012, 09.05.2012, 12.10.2011 – 18.04.2012, 09.-30.05.2012, 01.12.2011 – 15.05.2012, 24.05.2012, 09.04.2012 - 11.05.2012, 23.03.2012 – 20.04.2012, 16.03.2012 – 11.05.2012, 15-24.05.2012, 01-30.04.2012, 04.10.2011 – 31.05.2012, 12-26.03.2012 ;</p> <p>Participation of EURES staff in 18 events, information about EURES was submitted to ca. 770 persons.</p> <p>Description of the event participants:</p>
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		<p>1. Number of participants: ca. 430,000 persons</p> <p>2. Countries and organisations of participants: Poland</p> <p>Students, employees of Academic Career Offices, Youth Labour Offices of Voluntary Work Corps, employers</p> <p>3. Outcomes of the event: Increased awareness of job seekers and students of the opportunities provided by the EURES network, increased knowledge about EURES websites, European social security systems. Provision of target groups with information about the European labour market, opportunities and methods for effective and safe job seeking abroad; presentation of the European labour market as an alternative for the local labour market. Distribution of brochures about internships in the EU and EURES gadgets.</p> <p>As a result of the taken measures, broad information was provided about the abroad employment opportunities offered by the EURES network. The effect of that measures also entailed increased access for potential clients to the job offer under the EURES network.</p> <p>Written outputs and information / dissemination materials:</p> <p>EURES competition, information leaflet, EURES visiting card, information brochure about EURES services provided by the Voivodeship Labour Office in Poznań.</p> <p>1. Main subject of the publication: presentation of services provided by European labour brokerage, information about the competition, about how to gain professional experience and to learn the culture of other countries at the same time and to enhance language skills, EURES services provided by the VLO in Poznań, contact details of EURES advisors.</p> <p>2. Number of copies: 41,600 copies</p> <p>3. Main target group of these materials:</p> <p>students, young persons using the mass media (Internet, TV), the unemployed, job seekers, persons returning from the EU/EEA, persons already using the EURES</p>
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		<p>services, pupils of final grades and graduates of specialised secondary schools.</p> <p>4. How many language versions were prepared: 1</p>
<p><u>3.1 Include information on EURES in VLOs publications</u></p> <p>Publication of informational materials about EURES services in internal and external publications of labour offices in the form of articles, leaflets, bulletins, brochures and other publications of Public Employment Services.</p>	<p>The planned publications have been implemented (part of costs was covered using own funds).</p>	<p>Action description: Information on EURES services has been included in internal and external publications issued by VLO on services provided by labour offices in the form of brochures, bulletins and other PES publications.</p> <p><i>Own funds were used to produce 18 articles about EURES services, functioning of the EURES network in the regions, analysis of the regional labour market, conditions of safely taking up a job abroad, reports on the conducted recruitments and job fairs in Poland and other countries.</i></p> <p>Results / outcomes achieved: Number of internal publications of VLOs that contain information about EURES – 1; Number of external publications of VLOs that contain information about EURES – 2, including 2 article and 1 information and promotion material.</p> <p>Publications broadened the group of person to whom the information was passed about the EURES network, including practical information about professional mobility and references to websites about EURES.</p> <p>Target groups the action reached: The unemployed and jobseekers, employees planning to change job.</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Voivodeship Labour Offices, Voivodeship Employment Council, Poviats Labour Offices, Poviats Starosties</p> <p>Type of event: information brochure, articles in regional press, information bulletins</p>

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		<p>Place and date of the event: Świętokrzyskie Voivodeship – April 2012, Wielkopolskie Voivodeship – June-May 2012</p>
		<p>Written outputs and information / dissemination materials:</p> <p>1. Title: Work in the European Union</p> <p>2. Main subject of the publication: job seeking in the EU/EEA countries and EURES services for job seekers, information about EURES services</p> <p>3. Number of copies: internal – 9,000 copies, external – 195,000 copies</p> <p>4. Main target group of these materials: the unemployed, persons seeking jobs abroad.</p> <p>5. How many language versions were prepared: 1</p>

GUIDELINE No 2 – Ensuring services to employers

<p><u>1.1. Regional strategies/information activities for Polish employers</u></p> <p>Organisation of seminars, conferences and meetings/information days for employers.</p> <p>Development and publication of sponsored articles and press advertisements in</p>	<p>Most measures have been completed.</p> <p>A small part of activities has not been completed or was completed only partially due to insufficient interest of employers in participation in a meeting or due to difficulties in setting and fulfilling meeting dates. In such a case, individual consultations about EURES services were offered.</p>	<p>Action description:</p> <p>EURES staff organised information seminars and meetings with Polish employers or groups of employers which involved dissemination of information about services and forms of support provided by the EURES network to Polish employers (among other things in the field of recruitment of employees from the EU/EEA area). The concept of the EURES network and international co-operation of partners was presented, as well as IT tools of the EURES network. The current situation on the labour market was also presented with regard to the situation of selected groups of job seekers, e.g. young persons. The debate also addressed the issue of cross-border mobility and measures implemented in favour of it on the basis of the example of a Cross-Border Partnership <i>EURES-T Beskydy</i>. The meetings were participated by invited experts, e.g. a specialist in the field of Polish labour law and employers from other countries.</p> <p>A conference was held for the Polish employers. The conference agenda covered overall</p>
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<p>media, production of radio broadcasts and advertisements promoting EURES services.</p> <p>Production of information materials and publication about EURES.</p>		<p>information about EURES, services for employers, human resources and web-based tools, including the websites: www.eures.europa.eu, www.eures.praca.gov.pl, www.eures.wup.opole.pl, CV base, base of job offers and procedures for employment of foreigners.</p> <p>Articles and advertisements were developed and published about the scope of EURES services provided to employers and support in the field of mobility, development of the European labour market and assistance offered to employers by the EURES network. These articles were published in the local press and selected sector press titles for employers.</p> <p>An advertisement banner was published on the Pracuj.pl portal in the section of abroad job offers and on the MMWarszawa.pl portal.</p> <p>A programme was broadcast in the form of radio advertisement spots about the EURES services oriented to employers.</p> <p>Miscellaneous materials were distributed during meetings and contacts with employers: leaflets and brochures produced by the MLSP, the European Commission or the VLOs, ad hoc information materials, information packages related to EURES network services aimed at support in the conduct of European recruitments, printouts of presentations, promotional materials (gadgets, pens, notebooks, etc.) and materials prepared individually for the needs of a given action.</p> <p>Results / outcomes achieved:</p> <p>Number of information meetings held for employers: 11, number of organised seminars: 2; number of conferences: 1, number of sponsored articles about the opportunities for recruitment of employees: 11; number of newspaper advertisements: 1, number of events in which EURES staff participated: 4, number of contacts established during organised meetings: ca. 100, double publication of an advertisement in a sector press, number of promotion campaigns in media: 2, number of websites where advertisement banners were placed: 2, number of persons who received advice: 1269, including: employers – 275: labour market institutions: 994, number of employers who received the EURES offer: 18, number of information packages delivered to employers: 350</p>
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		<p>Added value:</p> <p>Increased awareness of employers as regards the opportunities of using the EURES network services aimed at employers that seek employees with adequate professional qualifications from outside their region and country. Increased access to information about the EURES network services among employers owing to articles published in the press. Participation in a seminar helped employers see the benefits arising from involvement in cross-border activities.</p> <p>Distribution of sets of information materials regarding the EURES network services among the representatives of organisations who subsequently passed them to employers associated in an organisation, which in consequence contributed to broadening of knowledge about the opportunities for employment of citizens from the EU/EEA countries.</p> <p>Opportunity to learn the specifics of the Polish-Lithuanian cross-border area, comparison thereof with the Polish-Czech-Slovak area covered by the Partnerships EURES-T <i>Beskydy</i> and <i>BialyLas</i>.</p> <p>Target groups the action reached:</p> <p>Polish employers, employers' association, representatives of enterprises from various industries, e.g. the construction, service or commerce sector, representatives of Pomerania employers' associations, EURES advisors, VLOs personnel, job placement agents performing the EURES tasks, representatives of self-government authorities, representatives of NGOs, representatives of various institutions / organisations acting for human resources</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Lithuania, Latvia, Estonia, Denmark</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity:</p> <p>University of Finance and Management, Free Entrepreneurship Association, Scientific Association of Organisation and Management TNOiK; Headquarters of Voluntary Work</p>
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		<p>Corps; Academic Career Office from the Medical University of Gdańsk; media representatives – newspaper Dziennik Bałtycki, Pomorskie Voivodeship Business Club, Pomerania Development Agency, District Labour Inspectorate in Gdańsk, VLO Białystok, PLO Sejny, EURES Lithuania – Alytaus teritorinė darbo birža, Self-Government of the Sejneński Powiat, Babysitters' Agency "Savebaby", Academic Entrepreneurship Incubators, Aloe Market, Bank Gospodarki Żywnościowej, Bank Polskiej Spółdzielczości [Polish Cooperatives' Bank], Bart Bo, Labour Office "Axidus", Generali Insurance Company, Sector Group Work Wonders, KreatorzyKariery.pl, LG Electronics, Michelin Polska S.A., City Labour Office in Olsztyn, Voluntary Work Corps in Olsztyn, Octim Olsztynek, Olsztyńskie Kopalnie surowców Mineralnych [Olsztyn Mineral Raw Materials Mine], Omega Hotel, „One School” Monika Sobota, NLI Olsztyn, Progres HR, Schwarte Milfor Sp. zo.o., Serwis Plus Sp. z o. o, Skok Kasa Oszczędnościowo Kredytowa, Solid Security – Protection Agency, Foreign Languages School "La Puerta" Beata Snopek, Transcom Worldwide, Tax Office Olsztyn, Military Conscription Office, Voivodeship Military Headquarters in Olsztyn, Work up Sp. z o.o., Kujawsko-Pomorska Izba Rzemiosła i Przedsiębiorczości w Bydgoszczy [Kujawsko-Pomorskie Voivodeship Handicraft and Entrepreneurship Chamber in Bydgoszcz], Rule Financial Sp z o. o., ABB Łódź, Corning Cable Systems Polska Sp. z o.o., Fujitsu Technology Solutions Sp. z o.o, Euroglas Polska, Gees Akustyka Słuchau, Geminus SA, Grupa K2, Hutchinson Poland, McKinsey&Company, PAS Polska, Philips Lighting Poland, Siemens, Telekomunikacja Polska, WIKA Polska, Transitions Technologies SA, Dolnośląskie Voivodeship Economic Chamber in Wrocław, Sudetes Trade and Commerce Economic Chamber in Świdnica, Employers' Association of Lower Silesia, Danish employers: DPA Microphones, Norconsult, Ungdomsområdet - Holbæk Kommune, Salzburg Economic Chamber, AMS Bischofshofen / Eures Austria, Employers' Association of Lower Silesia, Employers' Association Polish Copper, Sudetes Employers' Association, Regional Employers' Association in Jelenia Góra, Western Economic Chamber, Wrocław Economic Chamber, Sudetes Industry and Commerce Chamber in Świdnica, Lower Silesia Handicraft Chamber, Lower Silesia Agricultural Chamber, Lower Silesia Business Centre Club Lodge, Private Commerce and Services Association, Wrocław Regional Development Agency, Karkonosze Regional Development Agency, Regional Development Agency "ARLEG", Dolnośląskie Voivodeship Regional Development Agency, Regional Development Agency of Wrocław Agglomeration, Association for Promotion of Lower Silesia, employers' associations, entrepreneurs, representatives of</p>
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		<p>Academic Career Offices, trade union councils, powiat self-governments, private employment agencies, training companies, Voluntary Work Corps, representatives of Saxony public and private institutions.</p> <p>Type of event: seminar, informational meeting, conference, press article, press advertisement, radio broadcast</p> <p>Place and date of the event: Bydgoszcz 22.05.2012; Małopolskie Voivodeship, May 2012; Kraków 10.05.2012; Opolskie Voivodeship 16.04.2012; Opole 11.05.2012; Głubczyce 15.05.2012; Nysa 16.05.2012; Prudnik 17.05.2012; Rybnica Leśna 09.09.2011; Wrocław 22.03.2012; Wrocław 26.10.2011; Wrocław 22./23.02.2012; Żąbkowice Śląskie 23.03.2012; Wrocław 16.04.2012; Zachodnio-Pomorskie Voivodeship, 23.04.2012; Białystok 27.02.2012; Radio 24–28.05.2012; Gdańsk 20.01.2012; Sejny 18.05.2012; Olsztyn 13-14.04.2012; Poznań 01.06.2011–31.05.2012, Łańcut 20.04.2012; Leżajsk 26.04.2012; Tarnobrzeg 16.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: 653 + 16000 recipients of the Echo storehouse</p> <p>2. Countries and organisations of participants: Poland, Denmark, Lithuania, Germany</p> <p>Organisations: SIGH, TEB, agritourism organisations, production enterprises: DPA Microphones, Optima s.j, Biuro Usług Finansowych, Sokołowska Development Association, Remeco s.j., Norconsult, Derhjemnem, organisation of support for professional development of youth UNGDOMHSOHRADET, Employers' Association of Lower Silesia, Employers' Association Polish Copper, Sudetes Employers' Association, Regional Employers' Association in Jelenia Góra, Lower Silesia Economic Chamber, Western Economic Chamber, Wrocław Economic Chamber, Sudetes Industry and Commerce Chamber in Świdnica, Lower Silesia Handicraft Chamber, Lower Silesia Agricultural Chamber, Lower Silesia Business Centre Club Lodge, Private Commerce and Services Association, Wrocław Regional Development Agency, Karkonosze Regional Development Agency, Regional Development Agency "ARLEG", Dolnośląskie</p>
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		<p>Voivodeship Regional Development Agency, Regional Development Agency of Wrocław Agglomeration, Association for Promotion of Lower Silesia, Free Entrepreneurship Association, Scientific Association of Organisation and Management TNOiK; Headquarters of Voluntary Work Corps; Academic Career Office from the Medical University of Gdańsk, newspaper Dziennik Bałtycki, Pomorskie Voivodeship Business Club, Pomerania Development Agency, District Labour Inspectorate in Gdańsk, VLO Białystok, PLO Sejny, EURES Alytaus teritorinė darbo birža, Self-Government of the Sejneński Powiat, VLO Katowice, VLO Białystok, PLO Sejny, Babysitters' Agency "Savebaby", Academic Entrepreneurship Incubators, Aloe Market, Bank Gospodarki Żywnościowej, Bank Polskiej Spółdzielczości [Polish Cooperatives' Bank], Bart Bo, Labour Office "Axidus", Generali Insurance Company, Sector Group Work Wonders, KreatorzyKariery.pl, LG Electronics, Michelin Polska S.A., City Labour Office in Olsztyn, Voluntary Work Corps in Olsztyn, Octim Olsztynek, Olsztyńskie Kopalnie surowców Mineralnych [Olsztyn Mineral Raw Materials Mine], Omega Hotel, „One School” Monika Sobota, NLI Olsztyn, Progres HR, Schwarte Milfor Sp. zo.o., Serwis Plus Sp. z o. o., Skok Kasa Oszczędnościowo Kredytowa, Solid Secuirity – Protection Agency, Foreign Languages School "La Puerta" Beata Snopek, Transcom Worldwide, Tax Office Olsztyn, Military Conscription Office, Voivodeship Military Headquarters in Olsztyn, Work up Sp. z o.o., association Aviation Valley.</p> <p>3. Outcomes of the event:</p> <p>Provision of event participants with complete information about the services provided by EURES to employers, broadening of their knowledge about the opportunities, tools and channels provided by EURES, as well as the resources available in recruitment of foreigners. The employers also received practical information about the opportunity for taking advantage of the EURES network tools (including the website of the European Commission) and the services of Powiat and Voivodeship Labour Offices oriented to employers, including the information about the events carried out under EURES.</p> <p>Exchange of good practices with Danish employers who use EURES Denmark.</p> <p>Publication of a press article made it possible to reach the employers who had never before come across information about EURES. Owing to radio broadcasts and advertisements in the press, the information about EURES reached over 22,000</p>
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		recipients.
		Written outputs and information / dissemination materials: 1.1. Title: Sponsored article about EURES services 2.1. Main subject of the publication: EURES services aimed at Polish employers 3.1. Number of copies: 7 4.1. Main target group of these materials: Polish employers from the territory of the Mazowieckie Voivodeship 5.1. How many language versions were prepared: 1 (Polish) 1.2. Title: „Pracodawco! Chcesz zatrudnić pracownika z krajów UE / EOG? Skorzystaj z bezpłatnych usług EURES” [Employer! Do you want to hire an employee from the EU/EEA countries? Use free-of-charge EURES services.”] 2.2. Main subject of the publication: EURES services aimed at Polish employers 3.2. Number of copies: publication in two regional dailies 4.2. Main target group of these materials: Polish employers from the territory of the Zachodnio-Pomorskie Voivodeship 5.2. How many language versions were prepared: 1 (Polish) 1.3. Title: Placard promoting Information Meetings for employers in Głubczyce, Nysa and Prudnik 2.3. Main subject of the publication: Information meetings on EURES services for employers 3.3. Number of copies: 50 4.3. Main target group of these materials: Polish employers

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		<p>5.3. How many language versions were prepared: 1 (Polish)</p> <p>At most meetings, the materials produced and distributed by MLSP and ordered at the European Commission were mostly used.</p>
<p><u>1.2 European job brokerage for Polish employers</u></p> <p>Participation of Polish EURES advisors in foreign recruitment events within the EEA.</p> <p>Organisation of recruitment meetings at home and abroad.</p> <p>Contracting of advertisement related to meetings in the media.</p>	<p>Most measures have been completed. Incomplete tasks resulted from inability of the EURES staff to participate in all abroad events.</p>	<p>Action description:</p> <p>European job placement for Polish employers was carried out to a substantial degree through participation of EURES advisors in the European events such as job fairs and job exchanges, European Labour Days and seminars held by abroad partners. EURES advisors participated in 13 events within the EEA.</p> <p>Participation in fairs was preceded by collection of job offers from Polish employers interested in possible recruitment of employees from the EU/EEA. In addition, before the fairs, the EURES advisors disseminated information among the employers about the opportunity for employers from Poland to participate in job fairs (in certain cases free of charge).</p> <p>Job offers advertised by companies and other EURES advisors were presented during the fairs. The interested unemployed persons and job seekers were provided with information about employment opportunities in Poland and about working and living conditions in Poland.</p> <p>The fairs were participated by representatives of several / a dozen countries, by both EURES advisors and representatives of employment agencies, as well as other institutions that had their own stands, and the number of persons visiting individual events reached over 12,000. European job placement services for Polish employers were provided in co-operation with an employer from another EEA country that was interested in seasonal exchange of personnel.</p> <p>European job placement services were also carried out by presenting the job offers obtained from Polish employers not only during job fairs abroad, but also during information meetings for the unemployed in Belgium and Italy. European job placement services were provided on a regular basis by submitting the job offers received through the medium of PLOs for dissemination by EURES advisors from the countries involved in such offers.</p>

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		<p>In co-operation with selected Poviats Labour Offices, information meetings were held with employers devoted to presentation of EURES services provided for employers and to provision of information on employment of foreigners. A campaign promoting EURES services for employers was organised: press releases and advertisement spots in radio.</p> <p>Results / outcomes achieved:</p> <p>As part of job fairs:</p> <p>International job fairs “Job and Career Advice 2011” in Riga in Latvia – information was disseminated about the working and living conditions in Poland and on the Polish labour market, as well as job offers of Polish employers interested in employment of foreigners. Number of vacancies notified by Polish employers interested in recruitment of foreigners from the EU/EEA – 110.</p> <p>European Employment and Advice Fair in Wexford and Waterford in Ireland – the event was participated by EURES advisors from 7 EU Member States, and 12 Irish employers presented their job offers. The Polish stand was visited by approximately 150 persons, mostly Poles. The advisors informed all the interested persons about the methods of seeking a job in Poland and employment opportunities in individual sectors. Leaflets in PL and EN were distributed.</p> <p>Jobs Expo 2012 fair in Prague in the Czech Republic hosted EURES advisors from 12 countries; in addition, 30 companies and organisation were present there. During the fair, a EURES advisor provided information about job offers and employment opportunities in Poland to approximately 100 persons, including 10 foreigners, non-European citizens and 9 Poles. Promotion covered the Polish and the regional Lesser Poland labour markets, as well as companies from BPO sector that seek for employees with knowledge of foreign languages.</p> <p>Recruitment, Information and Advice Day – European Job Days in Manchester, Great Britain: The event was participated by EURES advisors from 16 EU/EEA countries. 31 employers and organisations had their stands, the stand of the Polish EURES staff was visited by 87 persons, 8 online consultation were carried out, co-operation was established with 1 employer, 3 job offers were obtained.</p>
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		<p>European Labour Days in Louvain la Neuve and Namur in Belgium – The fair was participated by 86 exhibitors – employers and training companies; exhibition stands of EURES advisors from 14 countries were organised; the stand of the Polish EURES staff was visited by 87 persons.</p> <p>European Labour Day in Glasgow in Great Britain – the event was participated by EURES advisors from 14 EU/EEA countries; exhibition stands of 17 employers and 13 organisations involved in vocational counselling and volunteering and offering internships to students and graduates were organised; the Polish stand was visited by 61 persons.</p> <p>Employment and Advice Day in Dublin Ireland – the event was participated by EURES advisors from 17 EU/EEA countries; stands of 27 employers and 16 organisations were organised; the Polish stand was visited by 186 persons, of which 57 persons were foreigners; co-operation was established with 1 employer; 1 job offer was obtained.</p> <p>Mobility in Europe – The Future in Your Hands in Campobasso in Italy – stand of 12 exhibitors were organised; ca. 53 persons visited the Polish stand. Besides, as part of the event, the advisors participated in a seminar with youth and in an informational and organisational meeting with the university representatives and other exhibitors participating in the fair.</p> <p>Employment and Advice Day in Wexford in Ireland – The event was participated by 38 exhibitors; EURES was represented advisors from Great Britain, Sweden, Czech Republic, Romania, Lithuania and Poland; approximately 400 job offers were presented in total. During the abroad job fair, over 200 Polish job offers were presented to persons from the EU/EEA.</p> <p>EURES services for employers were presented during the information meetings with Polish employers. The invited experts presented the issues related to labour market, European social funds, taxes, health protection and labour law. Furthermore, exchange of information took place – the offices participating in a given meeting prepared information on the current situation on the local labour market and on the scope of services provided to employers.</p> <p>As part of European job placement, contacts were established with foreign employers.</p>
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		<p>As part of co-operation with Austrian partners, information was provided about the regional labour market, 3 partners were obtained and 5 visits and meetings were organised. In addition, information about the project was disseminated among ca. 300 employers.</p> <p>Over 100 job offers were presented during the job fair and information meetings abroad.</p> <p>Added value</p> <p>Establishment of contacts and co-operation with foreign employers and co-operation and exchange of experience with foreign EURES advisors. Promotion of the Polish labour market in the EU/EEA countries and with reference from outside EU/EEA.</p> <p>Establishment of co-operation with foreign institutions and employers' associations. Establishment of co-operation between Polish employers and foreign employers.</p> <hr/> <p>Target groups the action reached:</p> <p>Polish employers, foreign employers, persons participating in job fairs (the unemployed and job seekers in other EU/EEA countries), persons living in Ireland, registered as unemployed persons, the Irish, Poles and citizens of other countries.</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Lithuania, Latvia, Malta, the Netherlands, Norway, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Sweden.</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Public employment services of the EU/EEA countries, partner organisations on the labour market, training institutions, employment agencies, organisations related to international exchange, commercial companies, a freight forwarding agent.</p> <hr/> <p>Type of event: International Job Fairs, European Job Fairs, Labour Days, Information meeting with employers and employers' associations, including for the recruitment purposes.</p>
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		<p>Place and date of the event:</p> <p>Louvain la Neuve and Namur, Belgium, 11-12.10.2011; Turin, Italy, 13-16.10.2011; Antwerp, Belgium, 21-23.10.2011; Manchester, Great Britain, 09.11.2011; Riga, Latvia, 11-12.11.2011; Dublin, Ireland, 01-02.03.2012; Bischofshofen, Austria 27.02-02.03.2012; Prague, Czech Republic, 14-16.03.2012; Glasgow, Great Britain, 29.03.2012, Piacenza, Italy, 16-18.04.2012, Wexford, Ireland, 20-21.04.2012; Campobasso, Italy, 08-09.05.2012; Nitra, Slovakia, 10-11.05.2012; Wrocław 26.10.2011, 28.10.2012, 12.01.2012, 16.04.2012; Chojnice 07.03.2012; Malbork 19.03.2012; Starogard Gdański 23.03.2012; Sztum seated in Dzierzgoń 26.03.2012; Puck 28.03.2012; Gdańsk 30.03.2012; Poznań 01.06.2011–31.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: in total ca. 34,490 persons;</p> <p>Under individual groups: EURES advisors from 6 to 17 EU/EEA countries, persons visiting EURES stands: ca. 1,000 persons, persons visiting the Polish EURES stand: ca. 435 persons, representatives of employers and employers' associations: ca. 74 persons, exhibitors: ca. 203.</p> <p>2. Countries and organisations of participants:</p> <p>Countries: Poland, Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Malta, the Netherlands, Norway, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Sweden.</p> <p>Organisations: Public employment services of the EU/EEA countries, partner organisations on the labour market, training institutions, employment agencies and organisations related to international exchange.</p> <p>3. Outcomes of the event:</p> <p>Provision of persons visiting the Polish stand with information about the available job offers and employment opportunities in Poland. EURES advisors familiarised the visiting persons with the situation on the Polish labour market, conditions for award of</p>
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		<p>unemployment allowance and possibility of its transfer to the European Union.</p> <p>Acquisition of knowledge by the Polish employers and employers' associations about EURES services for employers, labour market instruments available to employers and supporting their operations, the current situation on the labour market, European job placement procedures and matters related to employment of foreigners from outside the EU.</p> <p>An additional effect was constituted by establishment of co-operation with employers and obtaining concrete job offers from them, as well as tightening of co-operation with advisors from other countries, which is reflected in their participating in the events organised in Poland.</p> <p>Written outputs and information/dissemination materials:</p> <p>Information and promotion materials developed by the EC and the MLSP and own materials of VLOs.</p>
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<p><u>1.3 Participation in European events abroad</u></p> <p>Participation of Polish EURES representatives in various events abroad such as for instance: European Labour Days, European / Educational / Regional Labour Fair, Labour Week, Labour Days, European Days, Career Fair / Days, European Recruitment Fair, recruitment event, seminars, conferences, etc.</p>	<p>Most measures have been completed. Incomplete tasks resulted from inability of the EURES staff to participate in all abroad events.</p>	<p>Action description:</p> <p>EURES advisors participated in a total of 23 European events abroad. These events are subject to reporting under two activities: 1.2 European job brokerage for Polish employers – 13 events and 1.3 Participation in European events abroad –10 events.</p> <p>Participation in the European events involved mainly undertakings such as fairs, labour days and seminars. During such events, Polish employers disseminated up-to-date job offers of Polish employers interested in employment of foreigners, provided information about working and living conditions and trends on the labour market in Poland and informed about the method of seeking a job, establishing a business, the social insurance system and taxes.</p> <p>Job offers registered with Poviats Labour Offices and made available on the website www.epuls.praca.gov.pl were also presented, information materials, leaflets and brochures prepared by the MLSP, the EC and VLOs were distributed and access to internet and job offer printout was provided. Similar information was also provided during</p>
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		<p>meetings and seminars, usually properly profiled to match the event subject.</p> <p>Results / outcomes achieved:</p> <p>The employers received support in dissemination of their job offers for foreigners. The persons visiting the fairs received information about employment opportunities in Poland and about working and living conditions, as well as the situation on the Polish labour market. Job offers of Polish employers interested in employment of foreigners e.g. in the construction, metalworking, wood, food and machine industry were made available. The Polish stand was visited in particular events by ca. 110-200 persons, the event participants received over 100 pieces of advice, 15 persons submitted their CVs.</p> <p>Added value</p> <p>Broadening of knowledge about EURES services, mobility and safety of travels abroad. Obtaining of additional opportunities by foreigners to obtain qualified personnel that is not available in Poland. Provision of fair participants with information about the economic situation on the labour market in Poland and in selected regions of Poland: Advertisement of EURES network websites.</p> <p>Target groups the action reached:</p> <p>Polish employers, job seekers, the unemployed and job seekers interested in taking up a job in the EEA countries, Poles living abroad, persons seeking information, students, graduates.</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Luxembourg, the Netherlands, Norway, Romania, Slovakia, Slovenia, Spain, Switzerland, Sweden.</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: public employment services, employers' associations, companies and institutions involved in migration and employment</p>
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		<p>Type of event: Job Fairs, International Job Fairs, Labour Days, a seminar</p> <p>Place and date of the event: Turin, Italy, 14-15.10.2011; Budapest, Hungary, 21.10.2011; Prague, Czech Republic, 15-16.03.2012; Ljubljana, Slovenia, 23-24.11.2011; Blanchardstown, Ireland, 01-02.03.2012; Ajaccio, Corsica, France, 14.03.2012; Trollhattan and Gothenburg, Sweden, 05-06.10.2011; Stockholm, Sweden, 16-18.11.2011; Olomouc, Czech Republic, 28-29.05.2012; Maastricht and Eindhoven, the Netherlands, 11-12.10.2011</p> <p>Description of the event participants:</p> <p>1. Number of participants: ca. 24,000 persons</p> <p>2. Countries and organisations of participants: Poland, Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Romania, Slovakia, Slovenia, Spain, Switzerland, Sweden.</p> <p>3. Outcomes of the event:</p> <p>Promotion of Polish job offers and presentation of employment opportunities in Poland, provision of information about the working and living conditions in Poland, promotion of EURES network services targeted at various recipient groups, opportunity to get acquainted with the working and living conditions in 13 EU Member States, use of individual advice of EURES advisors, getting acquainted with job offers and submission of CV, as well as participation in job interviews conducted by the employers.</p> <p>Number of participating employers – over 75; number of persons visiting the EURES stands – ca. 2,300.</p>
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<p><u>2.1. Mobility packages for Polish employers</u></p> <p>Submission of information</p>	<p>The task has been implemented: in case when the planned meetings with employers could not be organised, the planned</p>	<p>Action description:</p> <p>Provision of Polish employers with a package of information about services in the field of European job placement, with particular focus on the European recruitment procedures and preparation of job offers. The information package (leaflets, brochures) was</p>
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<p>materials about recruitment produced by MLSP</p> <p>Organisation of meetings with employers.</p>	<p>tasks were implemented via telephone or e-mail.</p>	<p>submitted during meetings with employers that were held by the institution itself as well as other institutions. Conferences and 3 information meetings for employers in border regions were organised.</p> <p><i>Under the task, the following measures were implemented using the funds other than the EURES grant: participation in a meeting held by the National Labour Inspectorate (23.09.2011 in Opole), during which information was presented about the opportunities for obtaining personnel from other countries through the support of the EURES network.</i></p> <p><i>500 copies of a EURES information leaflet were prepared under the title: "Do you seek an employee from another European country? EURES will help you!", which is oriented to Polish employers and contains information about network services aimed at this group of recipients and contact details of EURES advisors that can help in submission of a foreign job offer. The leaflet will also be used during all meetings organised with the involvement of Polish employers.</i></p>
		<p>Results / outcomes achieved:</p> <p>All employers interested in seeking an employee abroad received information about the opportunities for obtaining an employee on specific labour markets and about the conditions to be fulfilled in order to hire an employee from another EEA country. They also received assistance in formulation of job offers, in particular the ones that were to be disseminated during the job fairs abroad.</p> <p>Ca. 115 contacts serving the purpose of providing employees with information and counselling were implemented. About 261 information packages were presented to the employers. Information materials for employers were passed to them during over 10 various events.</p> <p>Added value:</p> <p>Increased awareness of local employers of EURES and the opportunities to obtain employees from the EU/EEA countries.</p>
		<p>Target groups the action reached:</p> <p>Polish employers interested in the labour market issues, employers seeking employees outside the borders of their home country.</p>

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		<p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Italy, Belgium</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Polish employers' associations, SIGH, TEB, agritourism organisations, production enterprises: Optima s.j, Biuro Usług Finansowych, Sokołowska Development Association, Remeco s.j., Employers' Association of Lower Silesia, Employers' Association Polish Copper, Sudetes Employers' Association, Regional Employers' Association in Jelenia Góra, Lower Silesia Economic Chamber, Western Economic Chamber, Wrocław Economic Chamber, Sudetes Industry and Commerce Chamber in Świdnica, Lower Silesia Handicraft Chamber, Lower Silesia Agricultural Chamber, Lower Silesia Business Centre Club Lodge, Private Commerce and Services Association, Wrocław Regional Development Agency, Karkonosze Regional Development Agency, Regional Development Agency "ARLEG", Dolnośląskie Voivodeship Regional Development Agency, Regional Development Agency of Wrocław Agglomeration, Association for Promotion of Lower Silesia, Public Employment Services.</p> <p>Type of event: meetings, seminars, conferences, job placement and counselling services</p> <p>Place and date of the event: Rybnica Leśna 09.09.2011, Wrocław 26.10.2011, 22./23.02.2012, 16.04.2012, Ząbkowice Śląskie 23.03.2012, Antwerp 21–23.10.2011, Turin 13–16.10.2011, Piacenza 16–18.04.2012, Opole 26.09.2011, Opole 11.05.2012, Głubczyce 15.05.2012, Nysa 16.05.2012, Prudnik 17.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: ca. 420</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event:</p> <p>Increased knowledge about the opportunities, tools and channels provided by EURES, as well as the resources available for use in recruitment of foreigners. The employers received practical information on how to take advantage of the EURES network tool,</p>
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		<p>including the European Commission website.</p> <p>The employers received information packages regarding the tasks and functioning of EURES and information about the opportunities for recruitment of employees from EEA countries. Over 100 job offers of employers from Wielkopolskie Voivodeship were disseminated abroad.</p>
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<p><u>2.3. Access for Polish employers to information concerning surplus and deficit professions in selected EEA countries</u></p> <p>Organisation of a conference and a seminar on deficit professions in EEA with the involvement of foreign EURES advisors and representatives of the Regional Labour Market Observatory.</p>		<p>Action description: A conference was organised under the title “Labour markets of the Central and Eastern Europe” for regional employers with the involvement of foreign EURES advisors. The conference presented information about migrations in the context of the problem of failure to adjust the labour market, information about deficit and surplus professions and labour markets in Estonia, Lithuania, Latvia and Ukraine and information about the current situation in the area of employment of foreigners. The conference was conducted in the form of multimedia presentations, lectures and discussions.</p> <p>Results / outcomes achieved: Increased knowledge about labour markets. Presentation of opportunities for employment of personnel from Lithuania; Latvia and Estonia through the EURES network. Promotion of the EURES network services oriented towards employers, obtaining of access to information in the field of employment of foreigners, broadening of knowledge about EURES services aimed at employers.</p> <p>Target groups the action reached: Regional employer (Podlaskie Voivodeship) including:</p> <p>1. The EEA countries taking part in the action: Estonia, Lithuania, Latvia, Poland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Office of the Voivode of the Podlaskie Voivodeship</p>
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		<p>Type of event: conference</p> <p>Place and date of the event: Białystok, 29 March 2012</p> <p>Description of the event participants: EURES representatives and employees from Lithuania, Latvia and Estonia, representatives of the Office of the Voivode of the Podlaskie Voivodeship.</p> <p>1. Number of participants: 35</p> <p>2. Countries and organisations of participants: Lithuania, Latvia, Estonia, Poland, Office of the Voivode of the Podlaskie Voivodeship (Poland)</p> <p>3. Outcomes of the event: Presentation of opportunities for employment of personnel from Lithuania; Latvia and Estonia through the EURES network to regional employers, improved communication in the field of EURES network services.</p>
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<p><u>3.1. Co-operation under the internships in enterprises programmes in EU/EEA countries for Polish young people</u></p> <p>Establishment of co-operation with Austrian employers in the hotel and gastronomy sector. A trip to Austria was planned to get acquainted with the principles of vocational education, to organise internships, to develop instruction of foreign internships and to submit it to schools and institutions involved in organisation of</p>		<p>Action description:</p> <p>An innovative project of abroad internships for upper-secondary schools from the hotel and gastronomy sector. The basis for implementation of this project was constituted by establishing co-operation with vocational schools interested in making their vocational internship offer more attractive to their students and with Austrian employers willing to invest time and resources in specialist supervision over the internship participants from Poland. As part of the project, two schools from the Dolnośląskie Voivodeship joined the co-operation, in total 16 pupils who took part in a six-week vocational internship during the winter season at Austrian employers. Under this activity, information and recruitment meetings were held with the involvement of EURES advisors from Austria and Poland and an informational meeting was held with teachers, pupils and parents. Two visits were held: one study visit and one evaluating visit to Austria. The first visit was participated by school representatives (teaching staff) exercising supervision over the pupils. Following the completed six-week internship, an evaluation meeting was held together with the Austrian employers and project summary meeting, for which also other institutions were invited that were encouraged to join the second project edition. As a result of the action, a brochure about professional practices in Austria was developed and its publication was ordered.</p>
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<p>student internships.</p> <p>Organisation of meetings of EURES staff and EEA with recipients of the service and employers.</p>		<p>Results / outcomes achieved: Number of established contacts – 14, number of meetings with project beneficiaries (pupils) – 3, number of meetings with project beneficiaries (employers) – 2, number of internship offers for youth reported by foreign employers and handled by VLOs – 16, number of young persons that took up internships at foreign employers – 16, number of visits – 2, instruction on internships abroad in the form of a brochure – 500 copies.</p> <p>The project's added value is represented by involvement of Salzburg Economic Chamber in the publication of teaching aids for learning of German professional jargons. It is supposed to be a CD with authentic recordings – dialogues from Austrian hotels and restaurants – given to the future internship participants. Furthermore, the commitment of schools increased through organisation of additional German classes and permanent inclusion of practical classes in German professional jargons in the curriculum.</p>
		<p>Target groups the action reached:</p> <p>Pupils from Dolnośląskie Voivodeship schools who attend hotel and gastronomy schools</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Austria</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: School Complex No. 7 in Wałbrzych, Hotel and Gastronomy School Complex in Świdnica, Salzburg Economic Chamber, AMS Bischofshofen.</p>
		<p>Type of event: brokerage in the field of vocational internships</p>
		<p>Place and date of the event: Bischofshofen, Austria - 28.09.-01.10.2011; Wałbrzych - 28.10.2011; Świdnica - 28.10.2011; Ziębice - 28.10.2011; Wrocław - 28.10.2011; Bischofshofen, Austria, 16.01.-24.02.2012; 27.02.-02.03.2012; 23.01.- 04.03.2012; Świdnica 21.03.2012</p>
		<p>Description of the event participants:</p>

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		<p>1. Number of participants: 16 adult pupils</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event: Six-week vocational internship in the profession of a cook, waiter, room service at Austrian employers. Intercultural exchange, professional development of pupils, establishment of professional and interpersonal contacts by pupils with their peers and employers, motivation to learn a foreign language.</p>
		<p>Written outputs and information/dissemination materials:</p> <p>1. Title: Brochure: "Vocational internship of pupils of hotel and gastronomy schools at Austrian employers"</p> <p>2. Main subject of the publication: Project guidebook on a good-quality internship agenda, which was developed by the Dolnośląskie Voivodeship Labour Office, EURES Team.</p> <p>3. Number of copies: 500</p> <p>4. Main target group of these materials: Pupils of vocational schools in the hotel and gastronomy sector, vocational schools, regional education authorities, institutions involved in the implementation of the abroad vocational internship agenda.</p> <p>5. How many language versions were prepared: 1 (Polish)</p>

<p><u>3.3. Disseminating information on opportunities of internships abroad in the EU under selected programmes of the European Commission</u></p> <p>Organisation of a seminar for students and graduates of</p>		<p>Action description: Publication of information through the media (publication of press articles) about the possibility to take up vocational internship abroad.</p> <p>Results / outcomes achieved: Publication of a press article</p> <p>Target groups the action reached: Pupils of vocational schools, vocational schools, regional education authorities, institutions involved in the implementation of the abroad vocational internship agenda, PLOs, ICPC, VLOs, inhabitants of Lower Silesia.</p>
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<p>tertiary education institutions.</p> <p>Publication of press articles and radio information.</p>		<p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Austria</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Poviát Labour Offices, primary schools providing education in the hotel and gastronomy sector, Poviát Starosty in Świdnica, Lower Silesia Economic Chamber, Salzburg Economic Chamber, ICPC, EURES / AMS Bischofshofen.</p> <hr/> <p>Type of event: press article</p> <p>Place and date of the event: Gazeta Wrocławska newspaper, 19.03.2012</p> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: press article</p> <p>2. Main subject of the publication: pupil internship in Austria</p> <p>3. Number of copies: 1 newspaper edition</p> <p>4. Main target group of these materials: inhabitants of Lower Silesia</p> <p>5. How many language versions were prepared: 1</p>
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<p><u>3.4 Co-operation for supporting mobility of tertiary education graduates and secondary school students in taking up internships and jobs in foreign enterprises (in EU/EEA countries)</u></p> <p>Dissemination of information</p>		<p>Action description:</p> <p>Dissemination of information about internship opportunities received from EURES advisors from the EEA countries was implemented according to the plan.</p> <p><i>The entire action was implemented using own funds.</i></p> <hr/> <p>Results / outcomes achieved:</p> <p>Persons interested in taking up education obtained information and advice on education in the EU/EEA countries.</p> <hr/> <p>Target groups the action reached:</p>
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<p>on internships opportunities received from EURES advisors from the EEA countries.</p>		<p>persons interested in education including: 1. The EEA countries taking part in the action: Poland Type of event: information services</p>
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<p><u>4. Develop a customer charter to explain clients what can expect from EURES</u></p>		<p>Action description: A Customer Charter was developed for the employers in two versions: for the Polish employers and for the employers from the European Union / European Economic Area. These documents present a broad range of services and support offered to employers by the Polish EURES advisors and the EURES network in the area of search for employees outside the borders of their home country, including but not limited to: information services, access to information about the labour market in the EU/EEA countries and to a free-of-charge CV base of job seekers, support in recruitment of employees, opportunity to participate in the events organised by EURES such as fairs and Labour Days. Customer Charter was developed subject to the standards for provision of services on the labour market that are applicable in Poland. The developed Customer Charter is published on the Polish EURES website: www.eures.praca.gov.pl.</p>
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GUIDELINE No. 3 - Providing services to jobseekers, job changers and the unemployed

<p><u>1.1. Regional strategies/information activities for Polish unemployed and jobseekers</u></p> <p>Organising and co-organising</p>	<p>Some of the planned activities have been implemented using the funds other than the EURES grant, including but not limited to: organisation of workshops and information meetings for the unemployed and job seekers,</p>	<p>Action description:</p> <p>Job and mobility information fairs, information days and meeting (including “After work on work”, “Dutch-Belgian Information Day”, “German Information Day”) employee mobility days, workshops, etc. were organised.</p> <p>The organised events were aimed <i>inter alia</i> at dissemination of information among the</p>
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<p>on Polish territory briefings, workshops, seminars, job fairs and exchanges, information days (such as the Polish–German Information Day, workshops "Safe trip - safe return", Internet Job Exchange, EURES Information Days, Job and Mobility Information Fair, information meeting "After work on work"), etc. for the unemployed, job seekers, including young people and graduates.</p> <p>Participation of EURES advisors in information events on the Polish territory (such as job fairs, lectures, workshops, conferences, job exchanges, economic and educational fairs, informational meetings, seminars, etc.) organised by other VLOs under EURES and by partners on the labour market.</p> <p>Preparation and publication of sponsored articles and advertisements in regional newspapers and web portals, etc.</p>	<p>Internet Job Exchange, etc.</p> <p>VLO Białystok planned under the action to organise the Polish-German Information Day. Since the German party was not interested in participation in such an event, a Dutch-Belgian Information Day was organised. Furthermore, within the available resources, additional promotion of the event was carried out in the local television and city transport vehicles.</p> <p>Because of keen interest of labour market partners in participation of EURES staff in the local job fairs organised by the partners, the number of events in which EURES staff participated was increased.</p> <p>Publication of a part of articles was given up since such an action was complementary with the publication of press articles about EURES services planned under Guideline 1.</p>	<p>Polish unemployed, job seekers and youth about labour markets in the EU/EEA countries, including but not limited to: about working and living conditions, specifics and current conditions present on individual labour markets, principles of safe job seeking. Furthermore, the participants obtained information about the EURES network functioning rules, the services provided to unemployed persons and job seekers looking for job through the medium of EURES, the principles for using the services of private employment agencies, right to free movement for workers and the resultant consequences, formalities to handle prior to departure and after return to home country, stay registration procedures, social security coordination systems, taxation, EU network, etc. Participants had access to foreign job offers. Recruitment was also carried out.</p> <p>The meetings were participated by representatives of the EU network, Poviast Labour Offices and VWCs, EURES advisors from the EU-EEA countries, experts with expertise e.g. in the labour market matters, taxes, health protection or labour law.</p> <p>Workshops under the title: "Safe departures to work abroad" were organised and they were aimed first of all at persons looking for job abroad in the summer season. During the meetings, the discussed issues included, among other things, the principles for search for a legal job abroad, preparation for a travel to work, proceeding with an unfair employer, use of EURES services and aggregation of employment periods with a view to obtaining unemployment benefits and retirement and disability pension benefits.</p> <p>Organisation of the above-mentioned events included adequate logistic support, including: promotion in the media, printing of posters and flyers with information about an event, room rental, catering, translation services, transportation, etc.).</p> <p>EURES advisors participated in information events (job fairs, European Days of Promoting Entrepreneurship Among Young People, workshops, etc.) organised by other institutions, for instance: VLOs, PLOs, universities, etc. in order to promote EURES services among the unemployed and jobseekers and to support event organisers.</p> <p>During the meetings, information was provided about the working and living conditions abroad, labour markets in the EU/EEA countries, EURES services oriented towards job seekers, principles of safe travels abroad, opportunity to use the website and EURES IT tools and abroad job offers. Besides, brochures and leaflets about safe departures</p>
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		<p>abroad were distributed.</p> <p>Sponsored articles were drawn up and published in regional newspapers, websites, etc. The publication were targeted at job seekers and contained information about EURES services and safe principles for search for a job abroad.</p> <p><i>Under the task, the following measures were implemented using the funds other than the EURES grant:</i></p> <ul style="list-style-type: none"> - Internet Job Exchange was co-organised; - 17 information meetings about EURES services, specifics of job placement in the EU/EEA countries and rules for establishment of one's own business were organised; - About 12 workshops were organised in co-operation with PLOs that were intended for the unemployed, job seekers and last grade pupils from secondary schools with a view to familiarising the participating with the information about the opportunities offered by the European Job Mobility Portal and the Polish EURES website. About 410 persons participated in the workshops; - Information materials were provided about EURES during the organised meetings; - EURES staff participated in ca. 24 events organised by labour market partners, including but not limited to job fairs, meetings with the unemployed and job seekers. <p><i>During the above-mentioned events, information was provided about EURES services of foreign labour markets and recruitment activities were carried out.</i></p> <p>Results / outcomes achieved:</p> <p>Number of Information and recruitment events for the Polish unemployed and jobseekers: ca. 81; number of participants taking part in the organised events: ca: 7,022; number of sponsored articles, advertisements in the press: 2; number of events in Poland in which EURES staff participated: ca. 31</p> <p>Target groups the action reached:</p> <p>The unemployed and jobseekers interested in taking up employment in EU/EEA countries, young people, including graduates, pupils and students.</p> <p>including:</p>
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		<p>1. The EEA countries taking part in the action: Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, France, Germany, Great Britain, Hungary, Ireland, Italy, Lithuania, Latvia, the Netherlands, Norway, Poland, Slovenia, Switzerland, Sweden.</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: EURES staff from EU/EEA countries, La Strada Foundation, Monsterpolska.pl, Machine Operators Training Centre, Europe Direct, Euro-Tax, VLOs, VWCs, PLOs, city halls and gmina offices, ACOs, secondary schools and universities, foreign employers, organisations associating Dutch employers, Tax Office, NHF, ZUS, Offices of Voivodeships.</p> <p>Type of event: information and promotion meetings, job fairs, information days, publications (sponsored articles), workshops, European labour days.</p> <p>Place and date of the event: subregion of Kraków – 12.12.2011, 16.12.2011, 07.03.2012, 12.03.2012, 23.03.2012, 03.04.2012, 12.04.2012, 27.04.2012, 16.05.2012, 22.05.2012; subregion of Tarnów – 15.02.2012, 14.03.2012, 21.03.2012, 18.04.2012, 25.04.2012; subregion of Nowy Sącz – 22.02.2012, 16.03.2012, 13.04.2012, 26.04.2012, 30.04.2012; Warszawa – 12.05.2012; Radom – 12.03.2012; Pionki – 22.03.2012; Mińsk Mazowiecki – 21.04.2012; Radom – 22.04.2012; Płock – 7.05.2012; Różan – 8.05.2012; Siedlce – 11.05.2012; Maków Mazowiecki – 22.05.2012; Pionki – 24.05.2012; Ciechanów – 24.05.2012; Warszawa – 29.05.2012; Inowrocław – 04.10.2011; Olsztyn – 12-13.10.2011; Świecie – 05.12.2011; Żąbkowice Śląskie – 17.09.2011; Milicz – 21.11.2011; Lwówek Śląski – 02.12.2011; Żąbkowice Śląskie – 24.04.2012; Dzierżoniów – 25.04.2012; Świdnica – 26.04.2012; Lwówek Śląski – 14.05.2012; Legnica, Jelenia Góra, Szczawno Zdrój, Wrocław: 6 – 9.12.2011; Wałbrzych – 03.09.2011; Środa Śląska – 30.09.2011; Ziębice – 06.10.2011; Olsztyn – 11-13.10.2011; Legnica – 30.11.2011; Oleśnica – 29.03.2012; Nysa – 29-30.03.2012; Świdnica – 12.04.2012; Cieszyn – 17-18.04.2012; Lubin – 26.04.2012; Gdańsk – 08-11.05.2012; Kraków – 09-10.05.2012; Dzierżoniów – 17.05.2012; Kłodzko – 25.05.2012; Nysa – 30.03.2012; Brzeg – 03.04.2012; Namysłów – 17.04.2012; Białystok – 16.05.2012; Olsztyn – 12-13.10.2011; Poznań – 20.03.2012; Kościerzyna – 05.03.2012; Człuchów – 09.03.2012; Lębork – 16.03.2012; Malbork – 12.03.2012; Tczew – 14.03.2012; Puck – 28.03.2012; Będzin – 18.05.2012; Bielsko – Biała – 21.05.2012;</p>
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		<p>Bytom – 13.04.2012; Chorzów – 23.04.2012; Cieszyn – 25.05.2012; Częstochowa – 27.04.2012; Dąbrowa Górnicza – 10.04.2012; Gliwice – 24.04.2012; Jastrzębie Zdrój – 24.05.2012; Jaworzno – 25.04.2012; Katowice – 08.05.2012; Kłobuck – 07.05.2012; Lubliniec – 25.05.2012; Mikołów – 11.05.2012; Mysłowice – 25.05.2012; Myszków – 24.04.2012; Piekary Śląskie – 13.04.2012; Pszczyna – 21.05.2012; Racibórz – 13.04.2012; Ruda Śląska – 26.04.2012; Rybnik – 20.04.2012; Siemianowice Śląskie – 23.04.2012; Sosnowiec – 24.05.2012; Świętochłowice – 28.03.2012; Tarnowskie Góry – 28.05.2012; Tychy – 18.05.2012; Wodzisław Śląski – 20.04.2012; Zabrze – 26.04.2012; Zawiercie – 21.05.2012; Żory – 26.04.2012; Żywiec – 23.04.2012; Katowice – 30.04.2012; Kielce – 03.04.2012;</p> <p>Description of the event participants:</p> <p>1. Number of participants: 7 022</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event:</p> <p>Popularisation of matters related to mobility on the labour market in Poland and other EU/EEA countries, increased knowledge of event participants about the opportunities for using EURES services, about the working and living conditions in the EU/EEA countries, principles for safe search for job abroad, making it possible for the interested persons to participate in recruitments and to use the job offers; strengthening the image of EURES.</p> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: sponsored articles („Chcesz podjąć pracę za granicą? Zrób to z głową” [Do you want a job abroad? Do it responsibly!])</p> <p>2. Main subject of the publication: Safe departures for work abroad, EURES services</p> <p>3. Number of copies: 2</p> <p>4. Main target group of these materials: the unemployed and jobseekers</p> <p>5. How many language versions were prepared: 1 (Polish)</p>
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<p><u>2.1 Mobility packages for the unemployed and jobseekers</u></p> <p>Organisation of meetings, workshops, etc. across Poland (e.g. workshop under the title "Safe departures to work abroad") with persons planning to work in EU/EEA countries.</p> <p>Organisation of a conference on safe travels to work abroad.</p> <p>Development and provision of packages of information services concerning mobility on the European labour market for persons interested in taking up employment in the EU/EEA countries and those returning to the country after termination of employment in the EEA countries.</p>	<p>During the organised conference on safe travels to work abroad, there was no need to publish advertisements in the press to promote the event. Therefore, the conference was held on the basis of own funds from sources other than the EURES grant.</p>	<p>Action description:</p> <p>An information meeting and workshop for the unemployed persons and jobseekers were organised within the territory of Poland under the title: "Safe departures to work abroad", during which the participants were provided with information about EURES services and principles of safe travels abroad to take up a job there.</p> <p>Packages of information services in the form of an information leaflet in the field of mobility on the European labour market were developed and delivered. The leaflet contained information about the procedures that have to be carried out before departure to work abroad, during employment and after its termination.</p> <p><i>Under the task, the following measures were implemented using the funds other than the EURES grant:</i></p> <p><i>A conference was organised on safe departures abroad, during which information was provided about EURES network services, safe travels abroad, opportunities for starting education and internship abroad and threats related to departure abroad. Furthermore, a film about safe departures was presented during the conference.</i></p> <p><i>During individual and group meetings, via telephone or e-mail, during events such as job fairs, information days, etc., EURES staff offered the unemployed persons and the job seekers counselling services and provided information about mobility on the European labour market on a regular basis. The information was entirely tailored to the customers' individual needs. Information was provided to ca. 39,150 persons from Poland and ca. 150 from EU/EEA countries under the task.</i></p> <hr/> <p>Results / outcomes achieved: Number of published information materials: 1, circulation: 4,000 copies; number of conducted workshops and meetings: 3; Number of workshop participants: ca. 35.</p> <hr/> <p>Target groups the action reached: The unemployed and jobseekers interested in taking up employment in EU/EEA</p>
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		<p>countries.</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: PLO</p> <hr/> <p>Type of event: workshops, meeting, publication</p> <hr/> <p>Place and date of the event: Chelmno – 28.10.2011; Jelenia Góra – 28.09.2011, Oleśnica – 22.11.2011</p> <hr/> <p>Description of the event participants:</p> <p>1. Number of participants: 35</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event: Broadening of knowledge of the unemployed and jobseekers about EURES services, safe behaviour on the European labour market, including the search for job abroad, the use of EURES online bases, activities that have to be carried out before departure for work abroad, during employment and procedures related to termination of employment and return to home country.</p> <hr/> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: Leaflet: “Safe departures to work abroad”</p> <p>2. Main subject of the publication: Promotion of the EURES</p> <p>3. Number of copies: 4 000 copies.</p> <p>4. Main target group of these materials: The unemployed and jobseekers interested in taking up employment in EU/EEA countries.</p> <p>5. How many language versions were prepared: 1 (Polish)</p>
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<p><u>2.2 Information services for Polish citizens living abroad and planning to return to the country</u></p> <p>Organisation of ca. 4 visits of EURES advisors to selected EU/EEA countries (to Norway, Ireland, Great Britain) with large concentration of Polish emigrants.</p>	<p>VLO in Białystok has not implemented the planned visit to Ireland because it was not possible to agree upon a date convenient for all the parties. The meeting is planned in Q3 2012 under implementation of the 2012/2013 grant.</p> <p>The VLO in Gdańsk has changed the EURES grant in the plan: instead of a business visit to Ireland under action 2.2., a business visit to Finland was organised under action 3, point 4.1 "European job brokerage for the Polish unemployed and jobseekers".</p>	<p>Action description: As part of the action, 3 trips of EURES advisors to Ireland and Norway were organised, during which information meetings with the unemployed Poles resident abroad were conducted.</p> <p>During the meeting in Waterford (Ireland), the Polish EURES staff provided the participants with information about the situation on the Polish labour market, the most effective methods in job seeking, services offered by labour offices, including the EURES network services, principles for establishment of one's own business with the use of ESF funds. Furthermore, the participants received information about co-ordination of social security systems, methods of job seeking in Ireland, preparation of a CV and motivational letter, behaviour during a job interview with an Irish employer. Major importance was attached to the matters related to education opportunities in Ireland as well. In addition, workshops under the name of "CV Clinic" were organised, during which interested persons could get individual counselling assistance.</p> <p>EURES staff from the VLO Gdańsk attended a meeting in Trondheim (Norway) with the unemployed Poles living abroad. The meeting was aimed at promotion of job placement services, including the ones provided under the EURES network, and presentation of the current situation on the labour market of Pomorskie Voivodeship. The meeting participants received information about the opportunities and methods for seeking a job, for using the trainings offered by PLOs; besides, the issues connected with co-ordination of social security systems were clarified. The meeting was an opportunity for direct discussion with the Poles about the working and living conditions faced by them with reference to their situation. Furthermore, during the trip, a meeting took place with the Director of Chamber of Handicrafts in Trondheim and one of the employees working in this region and thinking about establishment of co-operation under the EURES network.</p> <p>EURES staff from the VLO Rzeszów participated in the meeting organised under the "Dialogue" project in Ireland. The "Dialogue" project assumes regular meetings with a view to experience and information sharing between the participants and conduct of an ongoing analysis of the situation of migrants. A tool to facilitate co-operation and use of Dialogue solutions is represented by a web platform www.fas.ie/dialog.htm. The website contains links useful for migrants, information about the project, contact details of the</p>
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		<p>institutions involved in its implementation, information about the labour market in Ireland, social security and establishment of business activity. The next part of the day was devoted to the annual meeting of the EURES staff from Ireland. The subject touched upon during the meeting pertained to a great extent to the new strategy in the implementation of EURES services that is to be implemented in 2014-2020. The meeting was participated by the EURES representatives from Great Britain, Latvia, Poland and Ireland.</p> <p>Results / outcomes achieved: Number of meetings: 3; Number of participants: ca. 30</p> <p>Target groups the action reached:</p> <p>Poles – the unemployed living in Ireland and Norway, EURES staff from selected EU/EEA countries</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Ireland, Latvia, Great Britain, Norway</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity:): EURES staff from Great Britain, Ireland, Latvia, Norway, Norwegian Chamber of Handicrafts</p> <p>Type of event: information meetings, meeting under the “Dialogue” project</p> <p>Place and date of the event: Dublin (Ireland) – 12.12.2011; Waterford (Ireland) – 30.05.2012; Trondheim (Norway) – 23.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: ca. 30</p> <p>2. Countries and organisations of participants:</p> <p>Poles living in Ireland and Norway, Great Britain, Latvia, Ireland, Poland and Norway</p> <p>3. Outcomes of the event:</p> <p>Increased knowledge among the unemployed Poles living abroad about the opportunities of return to Poland and taking up a job, strengthening the image of</p>
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<p><u>3.1 Promoting EURES portal among Polish customers</u></p> <p>Provision of employment agents performing EURES tasks in Poviats Labour Offices with roll-up banners advertising EURES websites and services provided by the EURES network.</p> <p>Organisation of information meetings, workshops, computer classes, etc.</p> <p>Promotion of EURES portal at events promoting EURES services, both in Poland and abroad (e.g. information meetings and job fairs.) and distribution of information materials available at VLOs.</p>	<p>23 roll-ups were produced, i.e. too many by 13 in comparison to the planned quantity. Thanks to that, all Poviats Labour Offices in the Voivodeship received roll-ups, and additional 3 pieces are at the disposal of the VLO and will be used during various events.</p>	<p>Action description:</p> <p>Employment agents performing EURES tasks in Poviats Labour Offices have been provided with roll-up banners advertising EURES websites and services provided by the EURES network.</p> <p>The following workshops were organised: “Find a job through the Internet.” “Find a job with EURES.” Under the organised events, information was passed to the participants about the services of the European Job Mobility Portal and the domestic EURES website, opportunities for searching a job and obtaining information about EU by means of EURES portals. Furthermore, the participants got acquainted with the opportunities offered by the EURES network and obtained practical information, e.g. about writing a European CV, searching for job offers on the EURES website, etc.</p> <p>EURES portal was promoted during the events organised by other VLOs under EURES, e.g. job fairs, European Labour Days, etc.</p> <p><i>Under the task, the following measures were implemented using the funds other than the EURES grant:</i></p> <p>EURES portal was promoted during the events organised under EURES, e.g. information meetings, job fairs, and through distribution of informational materials available at VLOs. Furthermore, EURES staff promoted the EURES portal during everyday contacts with clients and labour market partners.</p> <p>VLO in Szczecin conducted two workshops for the unemployed and job seekers about the services and information tools at the disposal under the EURES network. About 32 persons were trained in total. The workshops were organised on the occasion of EURES staff’s participation in the job fair organised by labour market partners.</p> <p>The VLO Kraków presented to the class participants an information section about the EURES portal under the workshops implemented at the Information and Career Planning Centre under the name: <i>“Computer and the Internet as tools for seeking jobs”</i>.</p>
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		<p><i>In total, 21 workshops were organised, during which ca. 108 persons were trained.</i></p> <p>Results / outcomes achieved: Number of meetings and workshops: ca. 2; Number of participants: ca. 37; Number of persons trained to use the EURES portal: ca. 37; Number of produced roll-up banners: 23; Number of events in which EURES staff participated: ca. 3</p> <p>Target groups the action reached: the unemployed and jobseekers including: 1. The EEA countries taking part in the action: Poland 2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: PLO</p> <p>Type of event: Information meetings, workshops, computer classes, promotion measures</p> <p>Place and date of the event: Góra – 01.03.2012; Łapy – 21.10.2011</p> <p>Description of the event participants: 1. Number of participants: 37 2. Countries and organisations of participants: Poland 3. Outcomes of the event: Increased knowledge among the unemployed and job seekers about the opportunities to seek a job by means of the EURES network, including the use of the EURES portals.</p> <p>Written outputs and information/dissemination materials: 1. Title: roll-up banners 2. Main subject of the publication: Promotion of the EURES network 3. Number of copies: 23 4. Main target group of these materials: the unemployed and jobseekers</p>
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		5. How many language versions were prepared: 1 (Polish)
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<p><u>3.2 European Job Exchanges and Fairs in Poland</u></p> <p>Organisation on the Polish territory of the European job fairs, European information and recruitment days, career, business and job fairs, etc.</p>	<p>VLO in Łódź additionally participated in the European Labour Days – Poznań 2012 in order to provide support to event organisers.</p> <p>The VLO in Białystok gave up an advertisement campaign on advertisement posts and decided to conduct promotion in the local media and city transport means, regarding that as a more effective form of promotion. Furthermore, production of cardboard briefcases and notebooks was given up, and the funds were earmarked for advertisement in the media and means of city transport. Placards and leaflets promoting the event were produced using the funds from sources other than the EURES grant. The service of a translator were given up, and the translation was carried out with the assistance of EURES staff and VLO employees.</p> <p>The VLO in Gdańsk resigned from a web-based promotion</p>	<p>Action description:</p> <p>Within the territory of Poland, the following were organised: European Job Fairs, e.g. Metropolitan International Job, Education and Entrepreneurship Fair - Gdańsk, European Job Fair – Białystok 2012, 7th International Job Fair in Lublin, European Job, Education and Career Fair in Olsztyn, European Entrepreneurship, Job and Education Fair in Katowice, Bielsko-Biała and Częstochowa, European Information and Recruitment Day in Łódź, 5th International Job Fair WorkExpo in Rzeszów.</p> <p>Employers from the EU/EEA countries, EURES advisors from the EU/EEA countries, representatives of EU networks, representatives of educational and business support institutions, foreign institutions dealing with, <i>inter alia</i>, workers rights, social security, institutions involved in issues of occupational and geographical mobility, and Powiat Labour Offices, regional media and partners in the labour market were invited to participate in the events.</p> <p>The fairs included the presentation of a range of services provided by the EURES network, organisation and conduct of preliminary job interviews with candidates for work abroad, consultations on the labour market, methods of looking for jobs and preparing application documents and establishing a business. In addition, discussion panels, workshops and presentations were organised, among other things about the working and living conditions in particular EU/EEA countries, principles of safe work abroad, image in the Internet as a self-presentation element, financial support to persons starting up a business or already operating one, etc.</p> <p>As part of organisation of the above-mentioned events, an adequate logistic support was provided (including promotion in the media, public transport, printing of placards and leaflets with information about the events, room rental, catering, translation services, providing adequate technical equipment and security, transportation). Students knowing foreign languages (English, German) were engaged to provide assistance in job interviews.</p>
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	<p>campaign, and instead advertisements were purchased in the press, more placards were produced and distributed at citylight bus stops. Besides, a compere service was given up, and the saved funds were used to purchase proprietary copyrights allowing for music to be reproduced. Some of the press advertisements, billboard, press insert, some of the press articles and mailing action were made using the funds other than the ones from the EURES grant.</p>	<p>During the job fairs in Gdańsk, a conference was organised under the title “Education, Entrepreneurship, Labour – Gdańsk Metropolitan Area development factors”, in which experts from Poland, Germany and Kaliningrad Oblast took part.</p> <p>EURES staff from Łódź participated in the European Labour Days – Poznań 2012 in order to provide support to event organisers, e.g. in the provision of services to participants, translation for the EURES advisor from the EU/EEA countries, etc.</p> <p>Results / outcomes achieved: Number of European job fairs organised by VLOs: 7; Number of visitors to the fairs: ca. 30,600</p> <p>Target groups the action reached: The unemployed and jobseekers interested in taking up employment in EU/EEA countries, students, graduates, persons interested in changing their job.</p> <p>Target groups the action reached: the unemployed and jobseekers</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Poland, Great Britain, Austria, Ireland, Czech Republic, Hungary, Denmark, Slovenia, Germany, Norway, Sweden, Franca, Spain, Romania, Belgium, the Netherlands, Latvia, Finland, Sweden, Portugal, Switzerland, Slovakia, Italy</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: EURES staff from the EU/EEA countries, NHF, Tax Office, Europass, ZUS, VWCs, ICPC, Research and Analysis Department of Employment Agency at VLOs, NLI, PLOs, ACOs, regional media, Europe Direct, temporary employment agencies: Transline Resource Group (Great Britain), Ikett Personalpartner AS, AM Direct, Bergen Personal (Norway), Work in Denmark, Uitzendgroep Sun – Power, TOOLIP Sp. z o.o., Porgress HR, Axidus, Mazury Cud Natury, National Sanitary Inspection, Działdowo Development Agency, INQBE, Bank Gospodarstwa Krajowego, Tax Office, Economic Development Centre Pasłęka, Office of the Marshall, Private Commerce and Trade Association, Elbląg Workers’ University, Education and Business Centre ŻAK, Warmińsko-Mazurskie Voivodeship, University of</p>
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		Warmia and Mazury in Olsztyn, Swedwood, Nettom, Military Conscription Office, PARP, GCI, Targi Lublin S.A, MLSP, ZUS.
		Type of event: job fairs, European Labour Days
		Place and date of the event: Rzeszów – 06.10.2011; Bielsko Biała – 12.10.2012, Częstochowa – 12.10.2012, Katowice – 12.10.2012; Olsztyn – 12.10.2012; Łódź – 27.04.2012; Lublin – 07.03.2012; Gdańsk – 09.05.2012; Białystok – 15.05.2012; Poznań – 20.03.2012
		Description of the event participants: 1. Number of participants: ca. 30 600 2. Countries and organisations of participants: Poland 3. Outcomes of the event: Increased knowledge of clients about professional and geographical mobility, about EURES services, opportunities for taking up a job in the EU/EEA countries, about provision of access to European job placement, including legal job offers, assurance of reliable and comprehensive information on the possibility of using the EURES portal and working and living conditions in the EU/EEA countries.
		Written outputs and information/dissemination materials: 1. Title: fair catalogues, placards, leaflets, press advertisements 2. Main subject of the publication: description of exhibitors, promotion of events 3. Number of copies: ca. 25 255 4. Main target group of these materials: fair exhibitors and visitors 5. How many language versions were prepared: 1 (Polish)

<u>4.1 European job brokerage for the Polish unemployed and jobseekers</u>	During the implementation of recruitment projects, the VLO in Toruń did not rent a room and	Action description: Recruitment projects and job interviews were organised and carried out for foreign employers (<i>inter alia</i> from Great Britain, Finland, Germany, Italy, Norway, Spain, France,
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<p>Organisation and implementation of recruitment projects and job interviews for the benefit of foreign employers from various industries</p>	<p>did not use gastronomy services as the recruitment was carried out via telephone and e-mails.</p> <p>The VLO in Białystok covered the cost of transportation to Warsaw under the available funds in order to organise job interviews with a French employer.</p> <p>The VLO in Łódź resigned from the implementation of the action since no employers were interested in it.</p> <p>The VLO in Gdańsk resigned from the organisation of a visit to Ireland under activity 3, sub-activity 2.2 "Information services for Polish citizens living abroad and planning to return to the country" and instead organised a visit to Finland under activity 4.1 "European job brokerage for the Polish unemployed and jobseekers".</p>	<p>Austria, the Netherlands) from various sectors, including e.g. automotive industry, service industry, hotel management, gastronomy, agriculture, health care, construction and seasonal work, etc.</p> <p>Under the conducted measures, recruitment covered the candidates for the position of: bus mechanic, tramway mechanic, production worker, welder, sanitary installation fitter, roofer, locksmith, parquet builder, qualified CNC worker, electrical fitter, glassworker, construction painter, stonemason, carpenter, fork lift operator, person to harvest champignons, butcher / cutter, sandblaster, confectioner, whitesmith / painter, airport employee, waiter / waitress, cook, chambermaid / room service, warehouse worker, worker to harvest daffodils, Disneyland theme park employee, product assembly line worker, promoter, scaffolding fitter, etc.</p> <p>The measures taken up by EURES staff will provide candidates with an opportunity of direct contact with a foreign employer and a chance to obtain additional information on living and working conditions in a given country at a particular employer's.</p> <p>The employers were offered assistance in organising the recruitment process, i.e. foreign job offers were acquired and distributed, CVs were collected, a pre-selection of candidates was carried out, the conditions of fulfilling the job offer were set, including the means of communicating and sending CVs, and job interviews were organised. Furthermore, job offers of foreign employers were made available and distributed on VLO websites, rooms were rented for the recruitment needs, and catering was provided for the employees and translators / interpreters.</p> <p>EURES staff from the VLO Gdańsk paid a visit to Finland in order to meet the employer HK Ruokatalo Oy, who plans to employ workers from Poland. During the meeting, EURES staff got acquainted with the conditions, specifics and requirements for the candidates. In addition, a meeting with Poles working at this employer was held and opportunities for learning Finish were discussed. The visit resulted in preparation of a job offer and conduct of job recruitment for the above-mentioned employer.</p> <p><i>Under the task, the following measures were implemented using the funds other than the EURES grant:</i></p> <p>European job placement was carried out for the domestic and foreign employers, under which over 600 job offers and over 6,000 vacancies were collected from the</p>
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		<p>employers from the EU/EEA countries.</p> <p>Job offers of foreign employers were promoted and disseminated on the websites of VLOs.</p> <p>Up-to-date information and advice were provided about the rules of European job placement under EURES to the unemployed and job seekers, persons interested in taking up employment in the EU/EEA countries.</p> <hr/> <p>Results / outcomes achieved: Number of CVs of Polish candidates received by the VLO in reply to announced foreign job offers: ca. 2 900; Number of Polish workers employed by foreign employers under the European employment services provided by VLOs: ca. 515; Number of vacancies serviced by the VLO, notified by foreign employers interested in recruitment of Polish workers: ca. 6,643; Number of recruitment projects organised for employers: ca. 24; Number of visits of EURES staff to employers from abroad: 1; Number of persons employed as a result of the visit: ca. 18</p> <hr/> <p>Target groups the action reached:</p> <p>Unemployed persons and jobseekers from Poland and other EU/EEA countries, persons planning to work in the EU/EEA countries; persons interested in changing jobs; Polish citizens staying abroad and planning to return to Poland; school and university students and graduates; employers from the EU/EEA countries, employers.</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Great Britain, Finland, Germany, Italy, Norway, Spain, France, Austria, the Netherlands</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: EURES staff from the EU/EEA countries, employers from Great Britain, Finland, Germany, Italy, Norway, Spain, France, Austria and the Netherlands.</p> <hr/> <p>Type of event: recruitment projects, visits to a foreign employer</p> <hr/> <p>Place and date of the event: Pori, Eura (Finland) – 31.10-03.11.2011; Warsaw – 16.04.2012; Gdańsk – 24.10.2011, 10-11.01.2012, 27.01.2012, 11.04.2012, 29.03.2012, 01.04.2012, 26-27.04.2012, Soltau (Germany) – 04.04.2012, Gdańsk – 05.03.2012,</p>
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		<p>Poznań – 12.07.2011, 23.01.2012; Wrocław – 26.08.2011; Świdnica – 30.08.2011; Świdnica, Wrocław – 29-31.08.2011; Ząbkowice Śląskie – 16.09.2011; Wrocław – 20-21.09.2011; Wrocław – Szczawno Zdrój – 27-28.09.2011; Wałbrzych – 09.11.2011; Wałbrzych, Jelenia Góra – 05.01.2012, 09.01.2012; Wrocław – 17.05.2012;</p> <p>Description of the event participants:</p> <p>1. Number of participants: ca. 2 900</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event: Taking up of employment by the unemployed persons and job seekers, provision of the unemployed persons and job seekers who plan to take up a job in the EU/EEA countries with information about the search for work through the EURES network, establishment of co-operation with foreign employers, provision of persons seeking a job with direct contact to employers.</p> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: press advertisements</p> <p>2. Main subject of the publication: information about recruitment</p> <p>3. Number of copies: 10</p> <p>4. Main target group of these materials: The unemployed and jobseekers interested in taking up employment in EU/EEA countries.</p> <p>5. How many language versions were prepared: 1 (Polish)</p>
<p><u>4.2 Participation in visits abroad related to employment services for employers from the EEA</u></p> <p>Participation of Polish EURES</p>		<p>Action description:</p> <p>Under the activity, EURES staff from the VLO in Gdańsk participated in European Labour / Recruitment Days in Finland, which were held on 07-08.02.2012. On the first day, a seminar was organised on the working and living conditions and opportunities for education and enhancement of professional qualification in Finland. The issues addressed during the seminar were related e.g. to the economic situation in</p>

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<p>representatives in various events abroad such as: European Recruitment Fair for employers from the EEA, recruitment and information events for employers from the EEA, mainly concerning seasonal work, recruitment and information seminar on co-operation with employers from the EEA, seminar on services for employers.</p>		<p>South Finland, working and living conditions, education and internship. Besides, the barometer of professions and provision of services in the field of entrepreneurship were discussed. On the second day of the stay, European Labour / Recruitment Days took place, where 18 employers, 12 EURES advisors and institutions such as International Mobility Centre, Business service centre, Get a Life – Job Simulation took part. A EURES advisor from Poland provided information about the working and living conditions and opportunities to establish one's own business in Poland.</p> <p>(On the occasion of implementation of task 4.1 European job brokerage for the Polish unemployed and jobseekers, EURES staff from the VLO in Gdańsk paid a visit to Finland on 31.10-03.11.2011, when it established co-operation with a Finnish employer who plans to employ Poles.</p> <p>Results / outcomes achieved: Number of visits abroad of the Polish EURES advisors: 1; Number of foreign employers with whom contact was established: ca. 18</p> <p>Target groups the action reached:</p> <p>Employers from the EEA, youth, including students and graduates of universities in Finland</p> <p>including:</p> <p>1. The EEA countries taking part in the action: Finland, Estonia, France, Germany, Great Britain, Greece, Ireland, the Netherlands, Norway, Spain, Switzerland, Sweden</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Employment and Economic Development Office (Työ- ja elinkeinotoimisto), Turku Employment and Economic Development Office, EURES advisors from: Estonia, Finland, France, Germany, Great Britain, Greece, Ireland, the Netherlands, Norway, Spain, Switzerland and Sweden. Business service centre Potkuri, Centre for International Mobility CIMO.</p> <p>Type of event: seminar, European Labour / Recruitment Days</p> <p>Place and date of the event: Turku, Finland, 07 – 08.02.2012r.</p> <p>Description of the event participants:</p>
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		<p>1. Number of participants: The data will be presented in the Finnish report.</p> <p>2. Countries and organisations of participants: PES from Finland, EURES advisors from: Estonia, Finland, France, Germany, Great Britain, Greece, Ireland, the Netherlands, Norway, Spain, Switzerland and Sweden, Business Service Centre Potkuri, Centre for International Mobility CIMO.</p> <p>3. Outcomes of the event: Broadened knowledge about the economic situation in Finland, updated knowledge about the living conditions and employment opportunities in Finland for the Polish citizens, provision of information during job fairs about the situation on the Polish labour market, opportunity for inter-university exchange and for taking up a job in Poland, establishment of contacts with employers.</p>
<p><u>4.3. Promotion of foreign job offers in the Polish media</u></p> <p>Adequate promotion of job offers from abroad in Polish media in order to disseminate them effectively.</p>	<p>The VLO Gdańsk has increased the number of press advertisements from 4 to 6 due to savings of funds from other activities.</p>	<p>Action description:</p> <p>Under the activity, the VLO in Gdańsk promoted job offers of foreign employers in Polish media in order to disseminate them effectively. Under the activity implementation, 6 advertisements about job offers abroad were published in "Gazeta Wyborcza".</p> <hr/> <p>Results / outcomes achieved:</p> <p>Number of advertisements with job offers from abroad in local and regional media: ca. 6</p> <hr/> <p>Target groups the action reached including:</p> <p>The unemployed and jobseekers, foreign employers</p> <hr/> <p>1. The EEA countries taking part in the action: Poland, Germany, Finland, Great Britain</p> <hr/> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Foreign employers</p> <hr/> <p>Type of event: press advertisements</p> <hr/> <p>Place and date of the event: Not applicable</p>

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		<p>Description of the event participants:</p> <ol style="list-style-type: none"> 1. Number of participants: Not applicable 2. Countries and organisations of participants: Not applicable 3. Outcomes of the event: The VLO has received 1,143 CVs from the persons interested in the promoted job offers; the promoted job offers have been implemented. <hr/> <p>Written outputs and information/dissemination materials:</p> <ol style="list-style-type: none"> 1. Title: press advertisements 2. Main subject of the publication: Information about up-to-date job offers abroad and principles of safe departures to work 3. Number of copies: 156 000 4. Main target group of these materials: the unemployed and jobseekers 5. How many language versions were prepared: 1 (Polish)
<p><u>5.2 Access to info-kiosks</u></p> <p>Rental of one info-kiosk within the premises of the railway station or the City Hall in order to allow residents of the voivodeship to access the Internet and to use the EURES portal and job websites.</p>	<p>The VLO Opole has implemented the task using funds other than the grant.</p> <p>Because of the cost of renting and protecting the info-kiosk, the VLO Gdańsk decided to use these funds to conduct an information campaign about EURES services by means of citylight advertisement media.</p>	<p>Action description:</p> <p>Conduct of an information campaign by means of citylight advertisement media with a view to disseminating the information about EURES services.</p> <p><i>With the use of funds other than the grant, one self-service info-kiosk in VLO Opole was put for use for the unemployed and job seekers.</i></p> <hr/> <p>Results / outcomes achieved: : Number of information campaigns: 1; number of rented citylights: 8</p> <hr/> <p>Target groups the action reached: the unemployed and jobseekers</p> <p>including:</p> <ol style="list-style-type: none"> 1. The EEA countries taking part in the action: Not applicable

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		<p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Not applicable</p> <p>Type of event: Information campaign</p> <p>Place and date of the event: Gdańsk – 01.04-15.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: No data available</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event: Provision of access for the unemployed and job seekers to information about the EURES services, European job placement and strengthening of the image of the EURES network.</p>
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<p><u>6.1 European Labour Days (ELD) in Poland</u></p> <p>Organising 4 European Labour Days (ELD) in Poland</p>	<p>The VLO in Gdańsk, due to the current situation in the European labour market, decided to organise the ELD for young people struggling to enter the labour market. To reach students and graduates, cooperation with an advertising company was established and promotion campaign addressed to final recipients was launched. Roll-ups were produced in the campaign, and press advertisements were limited to 4, the number of posters to 100 (from 200). Savings were spent</p>	<p>Action description :</p> <p>In relation to the activity:</p> <p>European Labour Days (ELD) were organised in Polish cities of Gdańsk, Cracow, Poznań and Toruń.</p> <p>European Labour Days were held in Poznań on 20 March 2012. The event gathered EURES advisors from the EU/EEA countries, foreign employers, as well as representatives of the PLO, Social Insurance Institution (ZUS), the National Health Fund (NFZ), National Labour Inspectorate (NLI), Poznań City Office and Academic Career Centres. The total number of 38 stands and 3 lecture halls were accessible to the public, where lectures on living and working conditions abroad and workshops concerning active job seeking, entrepreneurship, opportunities for people with disabilities and those who plan to establish their economic activity in ESF projects were held. The event was advertised by means of posters, banners, TV ads and press articles.</p> <p>On 18 April 2012 a European Job Day was organised in Toruń. The event was</p>
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	<p>on posters displayed on stations of fast municipal railway [szybka kolej miejska - SKM], citylights, sponsored article in the Internet, 20 radio advertisements broadcasted in ESKA radio and the Bluetooth competition for students of the Gdańsk University of Technology.</p>	<p>addressed to jobseekers from the Kujawsko-Pomorskie Voivodeship. The European Labour Days were frequented by EURES advisors from EU/EEA countries and representatives of invited national and foreign institutions. During fairs presentation of stands was provided for, as well as multimedia presentations on living and working conditions in invited EEA countries and the EUROPASS CV as a key to the European labour market" workshops were organised.</p> <p>On 10 May 2012 the VLO in Gdańsk organised a European Job Day. The event was addressed to the young people planning to continue their education, internship or employment abroad. The event was intended to promote educational and professional mobility in Europe, inform about principles of safe movement in the European labour market, living and working conditions in the EU/EEA countries, showing opportunities, challenges and risks of migration, encouraging to and informing on the use of the EU grants for studies or training abroad. EURES advisors from EU/EEA countries promoted regional labour markets and informed about living and working conditions in particular states. The event gathered representatives of the Erasmus Student Network, Academic Entrepreneurship Incubator, National Labour Inspectorate and the National Europass Centre. The "Morena" Association prepared information package on opportunities offered by the European Union, internships programmes and volunteering for visitors. Moreover, information and brochures of the La Strada Foundation [against trafficking and slavery] were available at this occasion. The office has cooperated with the foundation at such occasions for several years.</p> <p><i>Funds other than the EURES grant were used to inform about the ELD on the website of the office and invite several academic career centres to distribute the information among students.</i></p> <p>On 7-10 May 2012 the VLO in Cracow organised European Labour Days in three cities of the Małopolski Voivodeship: Kraków, Tarnów and Nowy Sącz. The event comprised workshops, information meetings, job fairs, seminars and information campaign. Participants had the opportunity to learn how to write a CV and cover letter, how to prepare to an interview, to learn about the principles of safe job seeking abroad etc. The event gathered representatives of institutions, employers of temporary job agencies, EURES advisors from Poland, France, Holland and Germany.</p> <p>As a part of organisation of all events, necessary logistic service was provided (e.g.</p>
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		<p>promotion in media, means of public transport, printing posters and leaflets informing about events, rent of rooms, catering, translation, technical equipment and security, transport).</p> <p>Results / outcomes achieved: Number of ELD organised by the VLO: 4; Number of persons visiting ELD: ca. 4 100</p> <p>Target groups the action reached: The unemployed and jobseekers, including the youth, students, graduates, migrants, and persons interested in working abroad.</p> <p>including</p> <p>1. The EEA countries taking part in the action: Poland, Germany, Norway, Sweden, Romania, Denmark, Spain, Ireland, France, Slovenia, the Great Britain, the Czech Republic, Hungary, Italy, Switzerland, Lithuania, Slovenia, France, Holland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Europe Direct, the "Morena" Association, Erasmus Students Network, Eurodesk, the National Europass Centre, Solvit, La Strada Foundation Against Trafficking and Slavery, National Labour Inspectorate, Pomerania Development Agency, Academic Entrepreneurship Incubators, Social Insurance Institution, ACO, PLO, VLO, EURES staff from EU/EEA, the Ministry of Labour and Social Policy, the City Hall of Poznań, the National Health Fund, the Tax Office, the Business and European Information Centre of the Voivodeship Public Library, universities, the Małopolskie Regional European Information Centre, the Regional Social Policy Centre in Cracow, the Youth Integration Development Association STRIM, the Marshall Office, Temporary Employment Agencies: Promedica24, Ranstad, Manpower, Prosperus, Sherpa, Work Service International, InterKadra sp. z o.o., Career Investment; employers: ACS of Poland, Alexander Mann Solutions, CAPITA Polska, IBM, KENEXA Poland sp. zo.o., HERZ, Armatura i Systemy Grzewcze sp. z o.o., Centrum Pielęgnacji i Wizażu, Zakład Projektowo – Usługowo – Produkcyjny „POWER” . Capgemini Polska sp. zo.o., International Training, Home and Care, Konsorcjum Nieruchomości Consulting, Mc Donald's.</p> <p>Type of event: European Labour Days</p>
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		<p>Place and date of the event: Poznań – 20.03.2012; 18.04.2012 – Toruń; 10.05.2012 – Gdańsk; Kraków – 7.05.2012, 08.05.2012, 09.05.2012, 10.05.2012; Tarnów – 7.05.2012, 08.05.2012, 09.05.2012; Nowy Sącz - 08.05.2012, 09.05.2012;</p> <p>Description of the event participants:</p> <p>1. Number of participants: ca. 4,100</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event: Assistance in writing a professional CV and cover letter, also in English, improving knowledge about living and working conditions and the situation on the European labour market, providing assistance to persons interested in employment in the EU/EEA countries, promotion of EURES action and services, providing access to job offers from the EU/EEA countries and the possibility of establishing a direct contact with foreign employers.</p> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: Poster, leaflets, cardboard files, brochures, CV templates, banner ads, press ads, sponsored articles.</p> <p>2. Main subject of the publication: promotion of the event, contact information</p> <p>3. Number of copies: ca. 36,416</p> <p>4. Main target group of these materials: The unemployed and jobseekers, participants to the event</p>
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<p><u>7.1 European cooperation in information exchange, development of package for mobile employees, monitoring employment, improving quality standards</u></p>	<p>Activity implemented from funds other than the EURES grant and at the occasion of other activities.</p>	<p>Action description :</p> <p><i>Ongoing information exchange about the European labour market was intended as a part of the activity, along with assistance to be offered by Public Employment Services to jobseekers and persons undertaking employment abroad. Activity was implemented from funds other than the EURES grant and at the occasion of other activities.</i></p>
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<p><u>of services to persons intending to or working in the EU</u></p> <p>Meeting EURES partners and – by their intermediation – employers, to get access to specific offers of temporary work and exchange of information about situation in the labour market, and determining the scope of cooperation and obligations (e.g. assistance of PES to persons applying for a job, or who are offered employment at a foreign employer's and accept it).</p>	<p>Results / outcomes achieved: Establishing and continuation of cooperation with EURES partners, information exchange on mobility on the labour market, monitoring employment, improving quality standards of services for the unemployed and jobseekers planning to take employment in the EU/EEA countries.</p>
	<p>Target groups the action reached: The unemployed, jobseekers, persons planning to undertake employment in EU/EEA countries including</p> <p>1. The EEA countries taking part in the action: All the EU/EEA countries</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: EURES staff from EU/EEA countries, EU network.</p>
	<p>Type of event: Information activities</p>

<p><u>8. Development of the customer charter to explain what clients can expect from EURES</u></p>	<p>Action description : The customer charter was developed for persons seeking employment in EU/EEA countries. The document briefly characterises the EURES network and its basic goals, than it presents the range of information and recruitment services offered to jobseekers in EU/EEA countries other than the country of origin. The charter also informs about sources of more detailed information, in particular on the EURES websites. The customer charter took into consideration standards of labour market services provided in Poland. The final version of the customer charter was published at the Polish website of the EURES network: www.eures.praca.gov.pl.</p>
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GUIDELINE No. 4 – Networking with other stakeholders

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<p><u>Co-operation with shareholders on the regional labour market</u></p> <p>Organisation in Poland of information and working meetings for VWC, ACO, Information and Career Planning Centres in VLO, employers' associations, universities, public libraries and other stakeholders at the regional labour market,</p> <p>Participation of EURES advisors in events in Poland (workshops, information meetings, job fairs etc.) organised by labour market partners.</p> <p>Development and continuation of cooperation with the stakeholders in the labour market, including ACO, GIC, employers' associations, AMA, branches of ARP and other.</p>	<p>Some of the planned activities were implemented from funds other than the grant.</p>	<p>Action description :</p> <p>Information meetings were organised in Poland: in Katowice, titled: "EURES – mobility – youth", and in Cracow: "Professional and geographical mobility – common cooperation areas."</p> <p>Meetings were addressed to representatives of ACO, European networks: Regional European Information Point, EUROPE Direct, EURODESK, House for Polish-German Cooperation, universities, VWC, Social Insurance Institution, National Labour Inspectorate and other stakeholders of the regional labour market. At the meetings participants were informed about services offered by EURES, free movement of employees, coordination of social insurance. Furthermore, principles of cooperation and participation in joint initiatives were discussed, as well as coordination of EURES activities at the local level, working out forms of promoting mobility among the inhabitants of regions etc.</p> <p>Participation of EURES advisors in events in Poland – job fairs organised by labour market partners. During meetings EURES advisors informed about services offered by the EURES network, safe stays abroad, living and working conditions in EEA countries. Furthermore, they offered logistic support to organisers of events.</p> <p><i>Following activities were financed from funds other than the EURES grant:</i></p> <p>Information meetings were organised for labour market partners, for instance, employment agencies, ACO, VWC on EURES activities, when cooperation mechanisms were developed regarding implemented activities, offers of foreign employers were promoted and information on EURES services was disseminated etc. EURES staff organised ca. 3 meetings with participation of ca. 70 people.</p> <p>Cooperation was established and developed with the stakeholders in the labour market, including ACO, GIC, and universities. Information was sent to ACO and GIC on EURES services with the offer of workshop sessions by EURES staff from the VLO in Szczecin. Moreover, EURES advisors took part in events organised by labour market partners, providing organisational support and information on EURES services.</p> <p>Results / outcomes achieved: Number of external institutions with whom cooperation</p>
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		<p>has been started: ca. 34; number of contacts with external institutions: ca. 63, number of meetings organised: 2, number of participants to meetings organised by the EURES staff: ca. 43, Number of information events in which EURES advisors participated: ca. 2; Number of participants to events attended by EURES staff: ca. 600.</p> <p>Target groups the action reached: labour market partners and stakeholders including</p> <p>1. The EEA countries taking part in the action: Poland, Germany</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: VWC, Social Insurance Institution, universities, ACO, EU networks: EUROPASS, Europe Direct, VLO, House for Polish-German Cooperation, Regional Centre of Volunteering, the Youth Integration and Development Association, Regional European Information Point.</p> <p>Type of event: information meetings, job fairs</p> <p>Place and date of the event: Cracow – 28.02.2012; Katowice – 16.05.2012; Nowa Sól – 15.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: 643</p> <p>2. Countries and organisations of participants: Poland, VWC, Social Insurance Institution, National Labour Inspectorate, universities, ACO, EU networks: EUROPASS, Europe Direct, VLO, House for Polish-German Cooperation, Regional Centre of Volunteering, the Youth Integration and Development Association, Regional European Information Point.</p> <p>3. Outcomes of the event: Starting and developing cooperation with partners in the labour market, acquiring information on services offered by particular institution, strengthening image of the EURES network, developing cooperation principles, increasing knowledge among EURES partners on EURES services offered etc.</p>
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<p><u>3.1 Co-operation with other EU networks</u></p> <p>Starting cooperation or its development with other European networks, for instance EUROPASS, Europe Direct, SOLVIT, PLOTEUS, EURAXESS, and ECAS.</p> <p>Organising seminars, meetings etc. on EURES and other EU networks dealing with mobility and employment issues.</p>	<p>Some of the planned activities were implemented from funds other than the grant.</p>	<p>Action description : EURES staff from the VLO in Warsaw organised a seminar on “Safe Departures Abroad” attended by representatives of PLO, VLO, ACO, the Office of the Human Rights Defender, the Solvit Centre, the Centre of Migration Research of the University of Warsaw, the Chamber of Crafts, NGOs, EU networks: Europe Direct, Enterprise Europe Network, Work Camps, etc. At the seminar participants were informed about, for instance, earning migrations of Poles, human trafficking, EURES activity. Moreover, representatives of the EU network informed participants about the scope of their activity.</p> <p>The EURES staff from the VLO in Wałbrzych and Toruń took part in events (information seminar, working meetings, the European Day) organised by labour market partners.</p> <p>On 23 April 2012 the EURES staff from the VLO in Wałbrzych met in Wrocław the representatives of the European Commission and other organisations to discuss details of the “Mobile Youth” event planned for autumn. The meeting was a working one and presented opportunities for project participation. At the meeting, the EURES staff presented the scope of services provided by EURES.</p> <p>On 29 June 2011 the EURES staff from the VLO in Wałbrzych took part in an information seminar organised by EUROPASS for an employment agency. The seminar aimed at presenting the EUROPASS portfolio proposed by the European Commission. At the seminar principles of circulation of EUROPASS documents were presented, as well as advantages of their possession and the role of EUROPASS in increasing transparency of qualification. Moreover, educational and professional mobility was promoted. The EURES staff presented information on living and working conditions in Germany and services offered by EURES.</p> <p>On 9 May 2012 EURES staff from the Dolnośląski VLO took part in the European Day organised by Europe Direct and the Cracow University of Technology. The event was one in a series of events organised as a part of European Labour Days in Małopolska, which took place in Cracow, Tarnów and Nowy Sącz on 7-10 May 2012. The aim of the</p>
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		<p>meeting was promotion of the European Union, freedom, tolerance, multiculturalism and the European values. As a part of the measure the EURES staff promoted EURES services and European mobility.</p> <p>On 25 December 2011 The EURES staff from Toruń took part in a meeting with the EURODESK network at the University of Humanities and Economics in Włocławek. EURES advisor informed about services offered by the EURES network for jobseekers, including ICT tools, and provided information and promotion materials on EURES. Representatives of both networks also discussed principles of future cooperation of, inter alia, organisation of workshops on EURES for students, including students of the University of Humanities and Economics in Włocławek, which will take place on 26 June 2012.</p> <p><i>Following activities were financed from funds other than the EURES grant: The VLO in Białystok organised an information meeting with representatives of EuropeDirect to establish cooperation. At the meeting participants were informed about EURES services, principles of safe departures abroad, opportunities for learning and internships abroad.</i></p> <p>Cooperation was established and continued with EU networks (Eurodesk, Europass, Europe Direct, Youth in Action, Leonardo da Vinci, e-twinning, Comenius, Erasmus) through invitations to participate in events organised by EURES staff, exchange of information on the scope of the network's activity, cooperation in implemented initiatives, e.g. Mobile Youth, job fairs etc.</p> <p>Results / outcomes achieved: Number of EU networks with which cooperation has been started: ca. 7 Number of meetings: 1, Number of participants: 84; Number of information events in which EURES advisors participated – about 4</p> <p>Target groups the action reached: Representatives of EU networks and other labour market partners</p> <p>including</p> <p>1. The EEA countries taking part in the action: Poland</p>
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		<p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: PLO, VLO, the Office of the Human Rights Defender, Solvit Centre, the Centre of Migration Research of the University of Warsaw, the Chamber of Crafts, NGOs: The "Itaka" Foundation, the "Open Door" Association, the Foundation for Social and Economic Initiatives (FISE), EU networks: Europe Direct, Enterprise Europe Network, Work Camps, the National Centre for Supporting Vocational and Continuing Education, Vocational Development Institution, Mazowiecki Voivodeship Office, the European Commission, employment agencies, language schools.</p> <p>Type of event: Information and working meetings, information seminar</p> <p>Place and date of the event: Warsaw – 07.03.2012; Włocławek – 25.12.2012; Wrocław – 23.04.2012; Warsaw – 29.06.2011; Cracow – 09.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: ca. 97</p> <p>2. Countries and organisations of participants: Poland, PLO, VLO, ACO, the Office of the Human Rights Defender, the Solvit Centre, the Centre of Migration Research of the University of Warsaw, Chambers of Crafts, NGOs: The "Itaka" Foundation, the "Open Door" Association, the Foundation for Social and Economic Initiatives (FISE), EU networks: Europe Direct, Enterprise Europe Network, Work Camps, the National Centre for Supporting Vocational and Continuing Education, Vocational Development Institution, Mazowiecki Voivodeship Office, the European Commission, employment agencies, language schools.</p> <p>3. Outcomes of the event: Growth of knowledge on services provided by EURES among representatives of other EU networks, exchange of information, good practices and experience. Strengthened image of EURES network, establishing or strengthening cooperation with other EU networks.</p>
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GUIDELINE No. 5 – Functioning of the EURES network

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<p><u>2.1. Regional trainings for the employees of the PLOs implementing EURES tasks</u></p> <p>Implementing trainings for PLO employees implementing EURES tasks.</p>	<p>Trainings were also organised for the voivodeship EURES staff, due to a close cooperation between VLO and PLO in implementation of EURES tasks.</p>	<p>Action description :</p> <p>Training for voivodeship EURES staff and employees of PLO on: Team building – effective cooperation and communication in the context of EURES tasks, development of soft skills, coordination of social insurance systems with regard to family benefits, settlement of taxes of persons working abroad, human trafficking in the context of European job placement, legalisation of stay, insurance and tax issues in the context of hiring foreigners, tax systems of Germany, Holland, Denmark, Norway, Great Britain and Ireland, situation in the Czech labour market, PES in the Czech Republic and their tasks, practical examples of EURES recruitment (Disneyland in France), vocational counselling in EEA (Holland), education of adults (Norway), examples of activities of cross-border partnerships (Tri-Regio), EURES reform, implementation of EURES grant, economic and social conditions and results of foreign migrations, geographical mobility in times of economic crisis, professional assistance and cooperation with employers, recruitment and selection, marketing and advertising, job placement, negotiation techniques in job placement, cooperation with difficult customers, multicultural aspects, methods of activation and support of a particular group of the unemployed, establishing and running economic activity, dual education in Germany, activity of employment agency in Germany, labour market in Bulgaria.</p> <p><i>Moreover, two trainings were organised as own tasks of the VLO in Kielce.</i></p>
		<p>Results / outcomes achieved:</p> <p>Number of trainings: 22, number of trained employees: 597</p>
		<p>Target groups the action reached: EURES staff from VLO and PLO</p> <p>including</p> <p>1. The EEA countries taking part in the action: The Czech Republic, Germany, Bulgaria, Sweden, Slovenia, Latvia, Great Britain, Romania, Ireland, Portugal, Denmark, Holland, Hungary.</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Regional Social Assistance Centre in Wrocław, representatives of the Itaka Foundation, the Nadbużański Division of Border Guard, National Labour Inspectorate of Police, VWC Zielona Góra, Social Insurance</p>

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		<p>Institution of Zielona Góra DGB Germany HWK Frankfurt upon Oder, the Helsinki Foundation</p> <p>Type of event: Training/workshop, presentations combined with elements of exercises, multimedia presentations, lectures and discussions.</p> <p>Place and date of the event: Wojcieszycy, 21-23.05.2012r.; Spała, 21-22.05.2012; Serock, 16-18.05.2012; Krokowa, 16-18.05.2012; Wielka Nieszawka, 28-29.05.2012; Poznań, 22.05.2012; Cracow, 12.05.2012; Cracow, 28.05.2012; Szelment, 24-25.05.2012; Milówka, 10-11.05.2012; Jesionka, 9-11.05.2012; Białystok, 20.04.2012; Dąbki, 17-18.05.2012; Rzeszów, 30.03.2012; Jarnołtówek, 23-24.02.2012; Poznań, 07.02.2012; Wrocław, 14-15.11.2011.; Kazimierz Dolny, 21-22.11.2011; Opole, 18.11.2011; Drzonków, 8-9.12.2011; Rzeszów, 28.10. 2011; Olsztyn, 12.10.2011.</p> <p>Description of the event participants:</p> <p>1. Number of participants: 630</p> <p>2. Countries and organisations of participants: Poland, The Czech Republic, Germany, Bulgaria, Sweden, Slovenia, Latvia, Great Britain, Romania, Ireland, Portugal, Denmark, Holland, Hungary - PES.</p> <p>3. Outcomes of the event: The knowledge on coordination of social security systems in the field of family benefits, learning about principles of settlement of taxes from revenue obtained abroad, improving skills and complexity of services provided under the EURES network and quality of cooperation between PLO and VLO, obtaining information on the situation on the cross-border labour market, development of soft skills, lifelong learning in EEA countries, employees of PES learnt about effective cooperation with employers, recruitment methods and selection methods of employers, and negotiation strategies. Added value is the opportunity to share knowledge obtained at the training with PLO customers.</p>
2. Trainings of EURES staff		<p>Action description : Participation of candidates for EURES advisors in the trainings of the "EURES Initial</p>

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<p><u>at the European level</u></p> <p><u>2.2 EURES Initial Training and EURES Advanced Training</u></p> <p>Acquisition of appropriate knowledge and abilities allowing acting as a EURES advisor. Participation in training will contribute to effective functioning of Polish EURES advisors in the European EURES network. Acquisition of expertise and enhancement of qualifications in the scope that is necessary for effective implementation of EURES tasks at the national and international level. Participation in training translates into the quality of services for the EURES clients from Poland and abroad.</p>		<p>Training 2011/2012" cycle. Participation of EURES advisors and line managers in the trainings of the "EURES Advanced Training 2011 and 2012 cycle:</p>
		<p>Results / outcomes achieved:</p> <p>The number of participants of training from the "EURES Initial Training" series 2011 and 2012: 12, including participation of 3 candidates for EURES advisors in concluding conference IT 2011, participation of 1 EURES advisor/coach in coach meeting of EURES and participation of 1 EURES advisor/coach in IT 2012 training.</p> <p>Number of participants in trainings from the "EURES Advanced Training" series 2011/2012": 22, including 3 line managers for advanced training.</p> <p>Added value: Acquisition of appropriate knowledge and abilities allowing acting as a EURES advisor. Participation in training translates into the quality of services for the EURES clients from Poland and abroad.</p>
		<p>Target groups the action reached: Candidates for EURES advisors, EURES advisors, line EURES managers. including</p> <p>1. The EEA countries taking part in the action: Poland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Not applicable</p>
		<p>Type of event: European trainings</p>
		<p>Place and date of the event: Luxembourg, 7-8.06.2011, Lisbon, 28-30.06.2011, Bologna, 7-9 .09.2011, Bucharest, 27-29.09.2011, Dublin, 11-12.10.2011, Berlin, 18-20.10.2011, Berlin, 14-16.11.2011, Bologna, 22-23.11.2011, Madrid, 29-30.11.2011, Lisbon, 13-15.12.2011, Bologna, 20.12.2011, Dublin, 21-23.02.2012, Amsterdam, 20-24.02.2012, Brussels, 19-23.02.2012 Bologna, 29.03.2012, Dublin, 18-20.04.2012, Berlin, 17-19.04.2012, Dublin, 16-20.04.2012, Prague, 24-26.04.2012, Warsaw, 14-18.05. 2012, Madrid, 22-24.05.2012</p>
<p>Description of the event participants:</p> <p>1. Number of participants: 34</p>		

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		<p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event: Participation in trainings increases efficiency of functioning of Polish EURES advisors in the European EURES network. Acquisition of expertise and enhancement of qualifications in the scope that is necessary for effective implementation of EURES tasks at the national and European level.</p>
<p><u>2.3. Pre-training for candidates for EURES advisors</u> Conducting training from the pre-training series for new candidates for EURES advisors and new VLO employees implementing EURES tasks.</p>		<p>Action description : Conducting training from the “pre-training” series for new candidates for EURES advisors and new VLO employees implementing EURES cross-border tasks under the Tri-Regio partnership. The training included: Legal bases for EURES, national EURES legislation, guidelines of the European Commission 2010-2013, National Action Plan 2010-2013, organisational structure of EURES at the national and European levels, bases of EURES job offers, EURES website, EURES ICT tools, monitoring of EURES activity, financing of EURES activity, European training process, the role and tasks of EURES staff, practical advice on EURES Initial Training.</p> <p>Results / outcomes achieved: Preparation of candidates for EURES advisors to participate in European training, informing about ongoing network activities at the national and European level</p> <p>Target groups the action reached: Candidates for EURES advisors including</p> <p>1. The EEA countries taking part in the action: Poland</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: VLO and an organisation of Polish employers implementing cross-border EURES tasks under the Tri-Regio partnership</p> <p>Type of event: training</p> <p>Place and date of the event: Warsaw, 3.02.2012</p> <p>Description of the event participants: Candidates for EURES advisors from VLO and</p>

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		<p>1 candidate for EURES advisor from an organisation of Polish employers implementing cross-border EURES tasks under the <i>Tri-Regio</i> partnership</p> <p>1. Number of participants: 8 candidates for advisors, 6 lecturers from the Ministry of Labour and Social Policy and 2 lecturers from VLO in Warsaw</p> <p>2. Countries and organisations of participants: Poland, VLO and employers' organisation</p> <p>3. Outcomes of the event: Preparation of candidates for EURES advisors to participate in European training, informing about ongoing network activities at the national and European level</p>
<p><u>3.1 Annual EURES training/conference</u></p> <p>Organising annual conference by MLSP for the EURES staff on ongoing and planned EURES activities and presentation of financial aspects of grant management, exchange of experience on implemented projects, promotion of EURES services, new EURES tools and presentation of other EURES-related issues.</p>		<p>Action description :</p> <p>Organising annual conference by MLSP for the EURES staff on: EURES activities in the period from June 2011 to 31 May 2012, planning and settlement of the EURES grant, EURES reform, new national legislation on deregulation of the profession of job broker and vocational counsellor, job offers database (the new Viator system), process of European training, support of EURES information and communication, planned organisation of virtual job fairs.</p> <p>Results / outcomes achieved:</p> <p>Information exchange on ongoing activity of the network in Poland and at the European level. Getting EURES staff acquainted with new national provisions on the operation of the network and ICT tools supporting its activity in Poland.</p> <p>Added value: acquisition of appropriate knowledge and abilities allowing acting as a EURES advisor. Improving quality of services to EURES customers.</p> <p>Target groups the action reached: 51 persons from EURES staff</p> <p>including</p> <p>1. The EEA countries taking part in the action: Poland</p>

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		<p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: PES</p> <p>Type of event: Conference/training</p> <p>Place and date of the event: Warsaw, 24.04.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: EURES staff, 6 lecturers from the Ministry of Labour and Social Policy</p> <p>2. Countries and organisations of participants: Poland</p> <p>3. Outcomes of the event: Information exchange on ongoing activity of the network in Poland and at the European level. Getting EURES staff acquainted with new national provisions on the operation of the network and ICT tools supporting its activity in Poland.</p>
<p><u>9.1 Financial audit</u></p> <p>Commission of audit of expenses of EURES grant for budget year 2011-2012. Co-operation with the auditor, provision of necessary explanations for the auditor in order to allow an efficient conduct of the audit.</p>		<p>Action description :</p> <p>An external auditor carried out a control of regularity of the use of funds awarded under the detailed agreement no. VS/2011/0222 (SI2.5297172) on the award of grant for the action entitled: „VS/2011/0222 EURES 2011/2012 Annual Work Programme – Poland”</p> <p>Results / outcomes achieved:</p> <p>An analysis was performed of financial expenditure incurred for implementation of the EURES actions in the period from June 2011 to May 2012, which resulted in the confirmation of their correct use.</p>
<p><u>10.1 Meetings, working groups, conferences at the EU level</u></p>		<p>Action description :</p> <p>EURES staff from the Ministry of Labour and Social Policy participated in following 10 meetings at the European level: Brussels, EURES Training Working Group - 15.06.2011</p>

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Participation in following meetings and conferences abroad was planned: - EURES Working Party in the second quarter of 2011 (Hungary) – participation of 1 EURES representative from the Ministry of Labour and Social Policy. - "Mobility Day" Conference in the fourth quarter of 2011 in Belgium – 1 EURES representative from the MLSP. - Meeting on the EURES grant management in Belgium – participation of 1 EURES representative from MLSP. - Bilateral meeting on assessment of annual "EURES Activity Plans for the period of June 2012 – May 2013". Meeting planned for the period from January to May 2012 (Belgium) – participation of 2 EURES representatives from the Ministry of Labour and Social Policy.	Bologna, Initial Training Conference 2011 (participation of ETC observer) – 8-9.09.2011 Bologna, workshop for EURES Training Coordinators – 14-15.09.2011 Brussels, Mobility Day – 16.11.2011 Brussels, conference on EURES communication strategy – 17-18.11.2011 Brussels, EURES Training Working Group - 23.11.2011 Brussels, IT EURES Working Group – 28-29.11.2011 Brussels, EURES Training Working Group - 18.01.2012 Brussels, EURES Information Working Group – 22-23.03.2012 Copenhagen, EURES Working Party – 30-31.05.2012
	Results / outcomes achieved: Informing EURES coordinators at the national level about EURES training process, new ICT tools, exchange of information on implementation of the network's tasks at the European level.
	Target groups the action reached: EURES manager and EURES coordinators at national level including 1. The EEA countries taking part in the action: Poland 2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: Not applicable
	Type of event: Meetings/conferences/workshops
	Place and date of the event: See: action description
	Description of the event participants: 1. Number of participants: 10 2. Countries and organisations of participants: Poland, PES 3. Outcomes of the event: Informing EURES coordinators at the national level about EURES training process, new ICT tools, exchange of information on implementation of

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<p>- EURES Working Party in the second quarter of 2012 (Denmark) – participation of 1 EURES representative from the Ministry of Labour and Social Policy.</p> <p>- Job Days (Belgium) – participation of 1 EURES representative from the Ministry of Labour and Social Policy.</p> <p>Moreover, there were plans for participation twice a year in thematic meetings of working groups under EURES: Working Group for Information, Working Group for Training, Working Group for IT Platform organised by the European Commission.</p>		<p>the network's tasks at the European level.</p>
<p><u>10.2 EURES Working Party in Poland under the Polish Presidency in the Council of the European Union in 2011</u></p> <p>Organisation of a session of EURES Working Party under the Polish presidency in the Council of the European Union</p>		<p>Action description : On 7-9 November 2011 in Józefów near Warsaw a meeting was held of EURES Working Group combined with an informal forum of EURES managers. The meeting was organised in accordance with the European Commission's guidelines. Member States of the EURES network, present at the meeting, were informed about EURES guidelines, direction for the development of the EURES network and programmes of work which are to be implemented by the European Commission and the Member States. Moreover, new tools for job placement by EURES network were presented, as well as initial results of research commissioned by the European Commission on "Assessment of indicator measurement systems used by Public Employment Services and commission of necessary recommendations on geographical mobility indicators on the labour market"</p>

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<p>in 2011, according to guidelines of the European Commission.</p>		<p>and activities under the EURES network were summed up. At the meeting workshops were held on development of proposals of EURES services catalogue, which will be included in the offer of EURES 2020 services. The meeting was attended by EURES managers from EU/EEA countries, social partners, representatives of the European Commission and the Ministry of Labour and Social Policy. Organisers provided adequate and complex organisation in terms of logistics and service of the event (accommodation, meals, transport, conference rooms, interpretation etc.)</p>
		<p>Results / outcomes achieved: Member States of the EURES network, present at the meeting, were informed about EURES guidelines, direction for the development of the EURES network and programmes of work which are to be implemented by the European Commission and the Member States. The meeting is a platform for exchange of experience between the states and an opportunity to be informed by and discuss with the European Commission directly.</p>
		<p>Target groups the action reached: EURES managers of EU/EEA countries, representative of social partners (ETUC). including 1. The EEA countries taking part in the action: Spain, Switzerland, France, Malta, the Czech Republic, Luxembourg, Latvia, Greece, Belgium, Denmark, Norway, Cyprus, Hungary, Italy, Romania, Slovenia, Great Britain, Finland, Germany, Ireland, Bulgaria, Portugal, Estonia, Slovakia, Sweden, Austria, Poland 2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: The European Commission, EURES from EU/EEA, representative of social partners (ETUC)</p>
		<p>Type of event: Meeting/EURES working group</p>
		<p>Place and date of the event: Józefów near Warsaw, Poland, 7-9 November 2011</p>
		<p>Description of the event participants:</p>

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		<p>1. Number of participants: 47</p> <p>2. Countries and organisations of participants: Spain, Switzerland, France, Malta, the Czech Republic, Luxembourg, Latvia, Greece, Belgium, Denmark, Norway, Cyprus, Hungary, Italy, Romania, Slovenia, Great Britain, Finland, Germany, Ireland, Bulgaria, Portugal, Estonia, Slovakia, Sweden, Austria, Poland, EURES staff from EU/EEA, representatives of: PES from EU/EEA, the European Commission, social partners</p> <p>3. Outcomes of the event:</p> <p>Obtaining information on EURES guidelines, direction of EURES network development and programmes of work to be implemented by the European Commission and the Member States, exchange of experience between Member States.</p>
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GUIDELINE No. 6 - Implementing cross-border activities

GUIDELINE No. 1 – Improving access to EURES services

<p><u>1.1. Organisation of training, workshops for staff from partner labour offices from trans-border regions</u></p> <p>Organisation of workshops was planned (EURES Danube, EURES Odra-Oder) and working meetings with partner labour offices (EURES Odra-Oder)</p>		<p>Action description : <i>EURES Odra-Oder</i></p> <p>Following workshops were organised for partners from German labour offices from Pasewalk, Greifswald, Eberswalde and Berlin, titled: “Public Employment Services and implementation of EURES services at the West-Pomerania labour market”. Following issues were discussed at the workshops:</p> <ul style="list-style-type: none"> • Public Employment Services in the Zachodniopomorskie Voivodeship; • Services for the unemployed and jobseekers by the Poviast Labour Office in Szczecin; • West-Pomeranian labour market against research of the Research and Analysis Department of the VLO in Szczecin; • Trans-national cooperation under the Human Capital Operational Programme. <p>A meeting of Polish and German trans-border employment services was organised. On</p>
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		<p>the German side the meeting was frequented by EURES management and advisors or partner labour offices from the Mecklenburg, Western Pomerania and Brandenburg. The Polish side was represented by the management of the VLO in Szczecin, Western-Pomeranian EURES staff and representatives of Poviát Labour Offices implementing trans-border EURES tasks. The main objective of the meeting was summing up of the activities of Polish-German EURES Consultation Point in Szczecin, created in response to the opening of the German labour market in May 2011.</p> <p>To sum up works undertaken so far under the Odra-Oder partnership, it was pointed out, that initiatives undertaken by partners resulted in tangible outcomes for the cross-border region. At the same time the need to further develop cooperation and exchange of experience was underlined. Presentations by lecturers on current labour market situation on both sides of the border and projects implemented by partners for annihilating obstacles in professional mobility in the cross-border region became an impulse for a discussion on the nearest perspective of Polish-German cooperation under the Odra-Oder partnership.</p> <p><i>EURES Danube</i> Running a workshop meeting for Polish and Slovak job brokers of EURES. Following subjects were raised at the workshops: Regulations applied in solving job placement problems in Poland and Slovakia, good practices of cooperation with employers, including: Employers' expectations towards offices, employers' expectations towards employees, employees' expectations towards employers, cooperation of job brokers with other employees in labour offices. As a part of the activity report was drawn from workshops and recommendations were prepared.</p> <p>Results / outcomes achieved:</p> <p><i>EURES Odra-Oder</i></p> <p>Number of trainings of employees from German labour offices: 1, number of EURES contact persons from cross-border labour offices in Germany trained: 5</p> <p>The outcome of workshops is informing EURES contact persons from cross-border labour offices in Germany about Western Pomeranian labour market and Polish public employment services' activities. Furthermore, participants in workshops had an</p>
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		<p>opportunity to exchange experience and opinions, which, in the future, will translate into a better implementation of tasks in cross-border regions.</p> <p>Number of participants in the working meeting: 17</p> <p>The outcome of the working meeting is a mutual exchange of experience and cooperation with the Regional Direction of Job Agency in Berlin.</p> <p><i>EURES Danube</i></p> <p>Updated information on provisions in force related to the employment on the Polish and Slovak side for 18 participants.</p> <p>Number of trained VLO employees: 4, Number of trained PLO employees: 4, number of EURES contact persons from cross-border labour offices in Slovakia trained: 8, number of trained job brokers from VWC: 1.</p> <hr/> <p>Target groups the action reached: Partners of labour offices implementing cross-border initiatives</p> <p><i>EURES Odra-Oder</i></p> <p>including</p> <ol style="list-style-type: none"> 1. The EEA countries taking part in the action: Poland, Germany 2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: German labour offices in Pasewalk, Eberswalde, Berlin, Greifswald, Stralsund, Polish labour offices in Szczecin, Police and Gryfino. <p><i>EURES Danube</i></p> <p>including Sądecki Labour Office in Nowy Sącz, PLO for Nowosądecki Powiat in Nowy Sącz, PLO in Gorlice, PLO in Nowy Targ, VLO Cracow Zespół Zamiejscowy Nowy Sącz, Labour Office for Social and Family Affairs in Stara Lubowia, Labour Office for Social and Family Affairs in Bardejowo, Labour Office for Social and Family Affairs in Poprad, Labour Office for Social and Family Affairs in Kežmark, Youth Work and Education Centre VWC in Nowy Sącz</p>
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		<p>1. The EEA countries taking part in the action: Slovakia</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: PES in Poland and Slovakia</p> <hr/> <p>Type of event: Workshops, working meetings</p> <p>Place and date of the event: Szczecin, 16.04.2012; Szczecin, 10.04.2012; Nowy Sącz, 19-20.04.2012</p> <hr/> <p>Description of the event participants:</p> <p>1. Number of participants: 35</p> <p>2. Countries and organisations of participants: Poland, Slovakia, Germany</p> <p>3. Outcomes of the event: informing EURES contact persons from cross-border labour offices about cross-border labour market and Polish public employment services. Exchange of experience, which will translate in the future into a better implementation of tasks in cross-border area</p>
<p><u>2.1 information campaigns on EURES for PES customers in cross-border areas</u></p> <p>Broadcasting ads in media was planned (EURES Biały Las)</p>		<p>Action description : Information campaign was broadcasted in the radio in May 2012 -Radio ads were produced and broadcasted on EURES services for PES customers in cross-border areas</p> <hr/> <p>Results / outcomes achieved: Number of information campaigns for PES customers in cross-border regions: ca. 1, number of radio ads – 20, broadcasting time – 40 seconds</p> <hr/> <p>Target groups the action reached: Jobseekers in cross-border region of Biały Las including</p> <p>1. The EEA countries taking part in the action: Poland, Lithuania</p> <p>2. Organisations from Poland and other countries participating in the action that could be reached under the implemented activity: PES of Poland and Lithuania</p> <hr/> <p>Type of event: Radio campaign</p>

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	Place and date of the event: May 2012
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Within the framework of the GUIDELINE No 2 (Ensuring services to employers) the following activities were undertaken:

<p><u>1. 1. Regional strategies/information activities for Polish employers in cross-border regions</u></p> <p>Organising seminar (<i>EURES Biały Las</i>) and information meetings for employers from cross-border regions (<i>EURES Odra-Oder</i>).</p> <p>Publishing information materials on cross-border mobility and EURES activity and cooperation (<i>EURES Biały Las</i>, <i>EURES Odra-Oder</i>)</p>	<p><i>EURES Odra-Oder</i></p> <p>Due to lack of interest of employers from the Międzyrzecki Powiat, the planned meeting in Międzyrzecze did not take place</p>	<p>Action description :</p> <p><i>EURES Odra –Oder</i></p> <p>Conference/information meeting was organised directed to employers from the Żagański Powiat, at which subjects of economic activity in the territory of Germany was discussed, as well as the issue of delegating employees to work in Germany, EURES services and support opportunities for entrepreneurs from the Lubuski Loan Fund The conference was promoted in local press and by posters and LED visual ads. to inform about EURES support and cooperation opportunities, information materials were sent to organisations of employers from the Lubuskie Voivodeship: Lubuska Employers' Organisation, Organisation of Employers of the Lubuska Land, Crafts and Entrepreneurship Chamber in Gorzów Wlkp, and Crafts and Entrepreneurship Chamber in Zielona Góra.</p> <p><i>As a part of VLO own activities following activities were implemented:</i></p> <p><i>To inform the public, in the tab "opening of the German labour market", two presentations on employment of persons from Germany and other EEA countries were uploaded.</i></p> <p><i>Interviews were also held with Polish employers from the Gryfiński Powiat on willingness and opportunities for employment and/or accepting for internship of German unemployed from cross-border areas. Participants were informed about opportunities of employing foreigners. Due to a specific location of the Gryfiński Powiat in cross-border area, the above research was made a basis for assessing attitudes of local entrepreneurs regarding open German labour market and better planning of the activities in the future. The research carried out confirmed limited interest of Polish employers in Polish-German cooperation based on exchange of interns, employing German unemployed for training in Polish companies. Polish employers were more interested in cooperation with German employers on economic activity and expansion on the German market. In total, 91 poll surveys with local employers were carried out. An added value of the activity is improvement/strengthening of the PES image among local employers and better recognition of EURES activities, strengthening ties and establishing new contacts with</i></p>
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		<p><i>PLO partners in creating employment – such cooperation will foster further relationships between these entities.</i></p> <p><i>EURES Biały Las</i></p> <p>A seminar titled “Cross-border EURES – information for employers” was organised for regional employers, who were informed about cross-border partnership activities (EURES T-Beskydy), diagnoses and forecasts of demand and supply factors on the Sejny labour market, current developments on the Sejny labour market, current developments on the Lithuanian labour market and surplus and deficit professions, flexible forms of employment etc. (selected issues of labour law).</p> <p><i>VLO in Białystok published leaflets on cross-border mobility in Poland from its own funds.</i></p> <hr/> <p>Results / outcomes achieved:</p> <p>Dissemination of information about European job placement in the EURES network among 40 employers, number of conferences/information meetings: 2, Number of conference participants: 40 – employers from the Żagański Powiat, 33 – employers from the EURES Biały Las region, number of press articles (advertisements) promoting conference for employers: 1</p> <hr/> <p>Target groups the action reached: Employers of the Żagański Powiat, EUREs Biały Las region, and staff of partner labour offices</p> <p>including</p> <p>1. The EEA countries taking part in the action: Poland, Germany, Lithuania</p> <p>2. Organisations home and abroad taking part in the action: Germany – DGB, ZAV Berlin EURES, HWK, partner labour offices, Poland – ARR S.A. Lubuski Loan Fund.</p> <hr/> <p>Type of event: Conference, seminar</p> <hr/> <p>Place and date of the event: Żagań, 20.01.2012; Sejny, 18.05.2012</p> <hr/> <p>Description of the event participants:</p> <p>1. Number of participants: 40 employers from the Żagański Powiat, 33 employers from</p>
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		<p>the Biały Las region, a representative of German institutions - ZAV Berlin EURES, HWK, partner labour offices, from Poland – ARR S.A. Lubuski Loan Fund, partner labour offices – 65 persons in total</p> <p>2. Countries and organisations of participants: Poland, Germany, Lithuania</p> <p>3. Outcomes of the event: Conference disseminated and provided information to the employers about cross-border labour market in Odra-Oder region and EURES Biały Las, and about services provided by the EURES network.</p> <p>Written outputs and information/dissemination materials:</p> <ol style="list-style-type: none"> 1. Title: invitation to the conference 2. Main subject of the publication: Invitation to a conference together with the CIRD schedule 3. Number of copies: 250 4. Main target group of these materials: employers from Żagański Powiat 5. How many language versions were prepared: 1 (Polish)
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<p><u>1.2. European job placement for Polish employers in cross-border regions</u></p> <p>Carrying out in the cross-border region of Germany a recruitment for Polish employers (<i>EURES Odra-Oder</i>)</p>	<p>The activity was not implemented due to lack of information about vacancies from Polish employers in the grant period.</p>	<p>Action description : not applicable</p>
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<p><u>1.4. Participation in European cross-border job fairs in Germany</u></p>	<p>The activity was not implemented due to lack of implementation on the German organisers' side.</p>	<p>Action description : not applicable</p>
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Participation of EURES staff in cross-border events in Germany (inter alia in job and education fairs and information meetings) organised by this country (EURES Odra-Oder)		
<p><u>2.1. Mobility packages for Polish employers in cross-border regions</u></p> Preparation of an information leaflet about employing German citizens (EURES Odra-Oder)		<p>Action description : Preparation of an information leaflet about employing German citizens.</p> <p>Results / outcomes achieved: Information leaflet was developed which was directed to employers from the Słubicki Poviát and disseminated in the area of the office to distribute it to the interested employers.</p> <p>Target groups the action reached: Employers from the Słubice Poviát including</p> <p>1. The EEA countries taking part in the action: Poland</p> <p>2. Organisations home and abroad taking part in the action: PLO Słubice</p> <p>Activity type: Information materials</p> <p>Place and date of the event: Not applicable</p> <p>Description of the event participants: Not applicable</p> <p>1. Number of participants:</p> <p>2. Countries and organisations of participants:</p> <p>3. Outcome of the action: EURES information reach interested employers from cross-border region</p>

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		<p>Written outputs and information/dissemination materials:</p> <ol style="list-style-type: none"> 1. Title: "Employment opportunities for German citizens by Polish employers" 2. Main subject of the publication: Opportunities for seeking and employing German citizens by Polish employers 3. Number of copies: 1 thousand pcs. 4. Main target group of these materials: Employers from the Słubice Powiat 5. How many language versions were prepared: Polish
<p><u>2.2. Participation in conferences and seminars organised by German PES and Trade Unions (DGB)</u></p> <p>Participation of Polish EURES staff in events in the territory of Germany organised by the German PES and Trade Unions (DGB) (EURES Odra-Oder)</p>		<p>Action description :</p> <p>Action description : <i>EURES Odra-Oder</i></p> <p>Representatives of the VLO in Zielona Góra took part in meetings of the Steering Committee of the cross-border Odra-Oder Initiative and in a Conference organised by DGB Trade Unions on "Opening of German labour market, fair mobility"</p> <p><i>As a part of own funds, a representative of the VLO in Szczecin took part in a "Free access to the labour market" Conference on 20 March 2012 in Berlin. The conference was a part of the "Faire Mobilitat" project, which is run by the Federal DGB Management.</i></p> <p>Results / outcomes achieved:</p> <p>At the meetings of the Steering Committee cooperation principles and framework guidelines of the European Commission concerning cooperation in the EURES network after 2014 were presented, as well as progress of works of the European Commission on the 2014-2020 budget. At the DGB conference current situation concerning labour migration to Germany after 10 months from the introduction of free movement of labour force was summed up. The forecasts were compared to the facts, stressing in particular employees from Poland, Bulgaria and Romania. A discussion was held on risks and opportunities related to the mobility of labour force. Participants were presented a project on counselling centres for migrating employees.</p>

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		<p>Target groups the action reached: German Trade Unions DGB, representatives of German PES, representatives of the VLO in Zielona Góra and in Szczecin, representatives of German institutions and employers' associations.</p> <p>including</p> <p>1. The EEA countries taking part in the action: Germany, Poland, Bulgaria, Romania</p> <p>2. Organisations home and abroad taking part in the action: German Trade Unions DGB, representatives of German PES, representatives of the VLO in Zielona Góra and in Szczecin, representatives of German institutions and employers' associations.</p>
		<p>Type of event: Meeting, conference</p>
		<p>Place and date of the event:</p> <p>14.11.2011 Berlin (Steering Committee), 14.03.2012 Berlin (Steering Committee), 20.03.2012 Berlin (Conference)</p>
		<p>Description of the event participants:</p> <p>1. Number of participants: Ca. 190</p> <p>2. Countries and organisations of participants: Germany, Poland, Bulgaria, Romania</p> <p>3. Outcomes of the event: Extending knowledge about professional mobility, exchange of experience, establishing contacts and strengthening cooperation.</p>

Within the framework of the Guideline no 3 – providing services for the unemployed and jobseekers

<u>Regional strategies/information activities for Polish</u>	PLO in Żagań combined information meetings with organisation of a consultation point for the unemployed and	<p>Action description :</p> <p><i>EURES Odra-Oder</i></p> <p>Cross-border Information Days were organised in Gorzów Wielkopolski and Zielona</p>
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<p><u>unemployed and jobseekers from cross-border regions</u></p> <p>Organising information meetings (EURES Karpaty, EURES Biały Las, EURES Odra-Oder), Cross-border Information and Recruitment Days (EURES Odra-Oder), conference on mobility (EURES Odra-Oder).</p> <p>Participation of EURES staff in information and recruitment working meetings and consultation points in Poland (EURES Odra-Oder)</p> <p>Running and information campaign on Cross-border mobility (EURES Karpaty).</p> <p>Commissioning development of a website on EURES Odra-Oder activities.</p> <p>Publishing information leaflets (EURES Odra-Oder).</p>	<p>jobseekers with EURES advisor from Cottbus. The reason for changes implemented was growing interest among the unemployed and jobseekers in taking employment in Germany and facilitating meetings with experts from German and Polish labour market.</p> <p>Cross-border Information and Recruitment Days were not organised in Słubice due to the lack of job offers for Polish employees from German employers at the grant period.</p> <p>The planned service of translation of information leaflets from German into Polish was not realised due to the fact that all information necessary was available in Polish.</p> <p>Due to lack of opportunities for participation of EURES advisors from Lithuania in the meetings during the Cross-border Job Fairs, not Polish-Lithuanian information meeting was organised</p>	<p>Góra. At the event German partners informed participants about living and working conditions in Germany, employment opportunities for Polish citizens, safe forms of job seeking, formal requirements to be met prior to and following employment. Representatives of the Social Insurance Institution informed participants on coordination of social insurance.</p> <p>Cross-border Information and Recruitment Days were organised at Zagań, where German employers from hotel and gastronomy sector presented their job offers to the jobseekers and recruited prospective employees from the participants. The participants received information material promoting the EURES Odra-Oder initiative.</p> <p>A working meeting was organised, at which action plans to be implemented in 2011-2012 grant and cooperation frameworks were discussed.</p> <p>Consultation points were organised in Żagań and Międzyrzecze, in cooperation with the Crafts Chamber from Frankfurt (Oder). Persons taking part in meetings were informed about functioning of the EURES network, living and working conditions in Germany, opportunities for self-employment in Germany, current job offers, they also received promotion materials on EURES Odra-Oder initiative.</p> <p>Due to limited knowledge of inhabitants of the Gryfiński Powiat on EURES services, the PLO in Gryfino developed a website (http://www.euresgryfino.eu) on EURES Odra-Oder objectives for the inhabitants of the powiat. A link to the official EURES site and the website of the PLO in Gryfino was placed on the website to provide complex information support for the interested parties. A survey was published on the website on attitudes of employers from the Gryfiński Powiat. The service of developing and running the website for three consecutive years was commissioned to an external company. After 3 years the site will be moved to the internal servers of the labour office in Gryfino and will be run free of charge for the time to come. Information on EURES was published on the website, taking into account EURES Odra-Oder activities and requirements to be fulfilled by persons interested in working abroad. Moreover, the website will provide opportunities to learn about EURES job offers online. Persons interested in economic activity may learn about the requirement concerning self-employment in the territory of Germany, and those willing to take employment at German enterprises will get basic and necessary information concerning preparation of application portfolio, and will be able to use CV templates and cover letters published on the website in German and in Polish</p>
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		<p>translations.</p> <p>Following information leaflets were published, directed to jobseekers in cross-border areas on the German side of the border:</p> <ul style="list-style-type: none"> - "Thinking about own company in Germany?" - Principles of establishing economic activity in Germany; - "Application portfolio in Germany" – principles of applying for Poles interested in employment in Germany; - "Thinking about a job in Germany?" - Requirements of Germany cross-border labour market with respect to inhabitants of cross-border area. <p>Materials are distributed among inhabitants of the Gryfinski Powiat, inter alia, in public benefit institutions in the area of the powiat (Staroste Office, municipal and gmina offices, libraries, labour office, social assistance centres etc.) and cooperating PLO.</p> <p>The PLO in Gryfino and its branch in Chojna organised cyclical information meetings on the specificity of the cross-border labour market on the German side, where inter alia following issues were discussed: employment conditions, application requirements, preferred professions, additional requirements for foreigners. The workshops intended to raise awareness of the Polish unemployed and jobseekers of the Gryfino Powiat on opportunities and risks relative to the departure to work in Germany.</p> <p>PLO in Świnoujście organised an Information Day with participation of representatives of German state institutions and personal and tax counselling agencies. At the meeting information could be obtained about functioning of the EURES network and employment conditions in Germany. Also 9 employers offering jobs in Germany took part in the meeting.</p> <p>A conference was organised in Police on employment and self-employment in Germany. The conference was organised in response to significant interest in regulations enabling employment and self-employment in Germany.</p> <p><i>The VLO in Szczecin has been running a Polish-German Information Point at the VLO's premises, financed from its own funds, with partners from the German labour office in Pasewalk and Stralsund. Within the framework of the activity customers are informed</i></p>
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		<p><i>about, inter alia, living and working conditions in Germany, current situation on the German labour market and its services, as well as on the German educational system. Ca. 1850 persons has used the counselling in the Information Point since May 2011, including, for instance, 219 persons who have been registered in a German database of jobseekers, 167 persons have been interested in seasonal work, 70 persons have been interested in work of a caretaker for elderly persons. During a year of activity the point has been visited by 22 employers, and 42 persons have been employed. The German EURES advisor will continue their activity as long as the information is sought by the inhabitants of the region.</i></p> <p>EURES Karpaty: A Slovak Information Day was co-organised with the State Higher Vocational School in Krosno. AT the event Slovak EURES advisors held a series of presentations on living and working conditions in Slovakia, informed how to look for a job and provided access to current job offers. At the same time Radio Rzeszów, VIA, ESKA and WAWA radios held an information campaign on the cross-border mobility.</p> <hr/> <p>Results / outcomes achieved:</p> <p><i>EURES Odra-Oder</i></p> <p>2 meetings were organised as a part of Cross-border information Days, attended by ca. 150 persons, 4 Cross-border Information and Recruitment Days were organised, attended by ca. 300 persons, 10 employers and representatives of German labour offices, 1 working meeting was organised, attended by 15 persons, 9 press advertisements were published on TID, 16 radio ads on CIRD and 12 press ads on CIRD, 4 consultation points were organised.</p> <p>Number of persons informed about the cross-border labour market: Ca. 2.5 thousand, number of visitors to CIRD: approx. 1 thousand, number of German job offers on CIRD: 10, number of Polish CVs submitted at CIRD: 50, number of press articles featuring EURES and CIRD: 1, number of graduates informed about foreign internships: Approx. 100, number of published information materials: 2 thousand pcs., number of posters promoting CIRD: 1 thousand pcs, number of advertisement campaigns on LED screens: 2, number of information campaigns on EURES in the local media: 4, number</p>
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		<p>of created websites: 1, number of leaflets: 2.4 thousand pcs. (<i>“Thinking about own company in Germany?”</i>); 2.4 thousand pcs (<i>“Application portfolio in Germany”</i>); 2.4 thousand pcs. (<i>“Thinking of working in Germany?”</i>); number of information meetings directed to persons interested in employment in Germany: Approx. 30, number of participants of working meetings: Ca. 400.</p> <p>Added value: Using of information obtained in practice by participants of meetings/conferences, better recognition of EURES services.</p> <p><i>EURES Karpaty:</i></p> <p>Ca. 500 persons attended Information Day. 100 30-second spots were broadcasted in the media. It had impact on the growth of knowledge of the unemployed, the jobseekers and the employers on opportunities for undertaking employment and recruitment in the cross-border regions of Poland and Slovakia. So far, the website of the VLO in Rzeszów on the cross-border cooperation http://www.pswwp.wup-rzeszow.pl/ has been visited by 69 430 people, of whom 60% felt that the information presented therein is useful in the search for work in the cross-border regions of Slovakia.</p> <p>Target groups the action reached:</p> <p>The unemployed and jobseekers from the Lubuskie, Zachodniopomorskie and Podkarpackie Voivodeships, Poland, students, graduates, persons interested in the cross-border mobility, Polish employers.</p> <p>including</p> <ol style="list-style-type: none"> 1. The EEA countries taking part in the action: Poland, Germany, Slovakia 2. Organisations home and abroad taking part in the action: Germany - Regionsldirektion der Bundesagentur für Arbeit Berlin Brandenburg, AOK, BKK-VBU,IHK, HWK, BASF Schwarheide fmGH, Randstad Deutschland, AOK, ZAV Berlin, partner labour offices, DGB Berlin- Brandenburg Poland: Social Insurance Institution, VWC (PPP Żary), Local European Funds Information Point, National Labour Inspectorate, Lubuski Loan Fund, Europass, Tax Office, local media. <p>Type of event: Cross-border Information and Recruitment Days, Cross-border Information Days, working meetings, consultation and counselling point, Information Day,</p>
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		<p>conference.</p> <p>Place and date of the event: Gorzów Wielkopolski 07.02.2012, 16.03.2012, Zielona Góra 14.02.2012, 02.03.2012, Żagań 19-20.01.2012, 22-23.03.2012, 17.02.2012, 13.04.2012, Międzyrzecz 24.02.2012; Police, 29.05.12; Świnoujście, 31.05. 2012; Krosno , 19.04.2012</p> <p>Description of the event participants: Employers, trade unions, PES employees</p> <p>1. Number of participants: Approx. 1300 persons</p> <p>2. Countries and organisations of participants: Poland, Germany, Slovakia - employers, trade unions, PES employees</p> <p>3. Outcomes of the event: Increasing brand awareness of EURES and services provided by EURES in the cross-border region, including the establishment of professional contacts. Undertaking employment by the unemployed and jobseekers in Germany</p> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: Folder 2. Main subject of the publication: Cross-border Information and Recruitment Days 3. Number of copies: 1 thousand pcs. 4. Main target group of these materials: the unemployed, job seekers, graduates from Żagański Powiat, employers 5. How many language versions were prepared: 1 (Polish)</p> <p>1. Title: Notepad 2. Main subject of the publication: Cross-border Information and Recruitment Days 3. Number of copies: 1 thousand pcs. 4. Main target group of these materials: the unemployed, job seekers, graduates from Żagań Powiat, employers 5. How many language versions were prepared: 1 (Polish)</p> <p>1. Title: Press article – advertisement promoting CIRD and consultation meeting 2. Main subject of the publication: Programme of CIRD and consultation meeting</p>
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		<p>3. Number of copies: 4 (over 50 thousand copies of Gazeta Lubuska Daily and 5 thousand copies of Gazeta Lokalna Daily)</p> <p>4. Main target group of these materials: the unemployed, job seekers, graduates from Żagań Poviát, employers</p> <p>5. How many language versions were prepared: 1 (Polish)</p> <p>INFORMATION LEAFLETS</p> <p>Title: <i>"Thinking about own company in Germany?"</i></p> <p>1. Main subject of the publication: Publication on the principles of establishing and running economic activity by Polish citizens in Germany</p> <p>2. Number of copies: 2.4 thousand</p> <p>3. Main target group of these materials: Enterprising unemployed (or jobseekers) from the Gryfiński Poviát, interested in launching their own economic activity.</p> <p>4. How many language versions were prepared: 1</p> <p>Title: <i>Application portfolio in Germany</i></p> <p>1. Main subject of the publication: Principles of drafting application documents – curriculum vitae, cover letter etc. For persons interested in taking employment in Germany</p> <p>2. Number of copies: 2.4 thousand</p> <p>3. Main target group of these materials: The Polish unemployed and employees interested in taking employment in Germany</p> <p>4. How many language versions were prepared: 1</p> <p>Title: <i>"Thinking about a job in Germany?"</i></p> <p>1. Main subject of the publication: A collection of main information for persons from the Gryfiński poviát who intend to depart for a permanent or temporary stay to work in Germany as contract workers or who intend to expand their activity on the German cross-border regions.</p> <p>2. Number of copies: 2.4 thousand</p> <p>3. Main target group of these materials: The unemployed/jobseekers and local entrepreneurs interested in the German market</p> <p>4. How many language versions were prepared: 1</p>
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<p><u>2.1 Mobility packages for Polish unemployed and jobseekers from cross-border regions</u></p> <p>The action was implemented in cooperation with EURES partners (EURES Karpaty).</p> <p>Publishing information materials on employment in cross-border regions (EURES Karpaty, EURES Odra-Oder).</p> <p>Participation of the Polish EURES staff in consultation points organised by the foreign EURES staff on the German side (EURES Odra-Oder)</p>	<p><i>EURES Odra-Oder</i></p> <p>Participation in consultation points in the Lubuskie Voivodeship did not come into effect due to failure to organise them by the German partner</p>	<p>Action description :</p> <p><i>EURES Odra-Oder</i></p> <p>At the work of Polish-German consultation point and during the participation of EURES staff in information days, job fairs and workshops with the unemployed, the unemployed and jobseekers were provided ongoing information about mobility on the German labour market.</p> <p>Publication of information materials on living and working conditions in Germany, as well as running own business activity in Germany.</p> <p><i>EURES Karpaty:</i></p> <p>Information leaflet was developed and printed on EURES network services in cross-border regions of Poland and Slovakia. The leaflet, apart from practical information on EURES network services contains addresses of websites and contact data of EURES advisors from the Podkarpackie Voivodeships and Presovsky Kraj.</p> <hr/> <p>Results / outcomes achieved:</p> <p>Number of contacts on cross-border mobility with unemployed and jobseekers from Poland: Approx. 2.5 thousand</p> <p>1 thousand pcs. information materials titled “<i>How to live and earn in Germany</i>” were published and distributed among the persons interested in taking employment or starting self-employment in Germany, and submitted to PLO which undertake cross-border activities. This action helped raise awareness of persons intending to undertake employment in Germany, as it informed them about issues and conditions they need to comply with, so as to make their departure abroad safe and advantageous for professional development.</p> <p>5 thousand information leaflets were developed and printed on EURES network services in cross-border regions of Poland and Slovakia.</p> <hr/> <p>Target groups the action reached: The unemployed and jobseekers in EURES Odra-Oder and Karpaty cross-border regions, the youth interested in learning opportunities in</p>
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		<p>Germany and Slovakia</p> <p>including</p> <p>1. The EEA countries taking part in the action: Poland, Germany, Slovakia</p> <p>2. Organisations home and abroad taking part in the action: Partner PLO</p> <hr/> <p>Type of event: NOT APPLICABLE</p> <hr/> <p>Place and date of the event: NOT APPLICABLE</p> <hr/> <p>Description of the event participants: NOT APPLICABLE</p> <p>1. Number of participants:</p> <p>2. Countries and organisations of participants:</p> <p>3. Outcomes of the event: This action helped raise awareness of persons intending to undertake employment in Germany and Slovakia, as it informed them about issues and conditions they need to comply with, so as to make their departure abroad safe and advantageous for professional development.</p> <hr/> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: "How to live and earn in Germany".</p> <p>2. Main subject of the publication: Conditions of living, working and running business activity in Germany</p> <p>3. Number of copies: 1 thousand pcs.</p> <p>4. Main target group of these materials: The unemployed and jobseekers in cross-border region taking into consideration employment and self-employment opportunities in Germany</p> <p>5. How many language versions were prepared: 1</p> <hr/> <p>1. Title: "Mobility on the cross-border labour market"</p>
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		<ol style="list-style-type: none"> 2. Main subject of the publication: EURES network services in cross-border regions of Poland and Slovakia 3. Number of copies: 5 thousand pcs. 4. Main target group of these materials: unemployed and jobseekers, employers, students 5. How many language versions were prepared: 1
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<p><u>3.1. European Cross-border Job Fairs</u></p> <p>Organising Cross-border Job Fairs in Poland (<i>EURES Biały Las, EURES Danube, EURES Odra-Oder</i>).</p> <p>Commissioning information materials and media ads (<i>EURES Biały Las, EURES Odra-Oder</i>).</p> <p>Publishing materials on companies taking part in fairs (<i>EURES Odra-Oder</i>).</p>	<p><i>EURES Biały Las</i> There was no need for expenditures for information materials (information materials of the Ministry of Labour and Social Policy at hand were used)</p>	<p>Action description :</p> <p><i>EURES Odra-Oder</i> Polish-German Job Fairs were organised in Police. The main objective of the initiative was to reach the largest possible number of jobseekers with job offers from Germany. Information and promotion materials were published, as well as a publication on fairs.</p> <p><i>EURES Danube</i> Education and Job Fairs were co-organised with Youth Education and Work Centre of the VWC in Nowy Sącz. The Fair provided current information on EURES activities in the Polish-Slovak cross-border labour market and job offers from Polish and Slovak employers.</p> <p><i>EURES Biały Las</i> Cross-border Job Fairs were organised with participation of employers from cross-border regions and institutions active in the field of mobility. At the event information was distributed on living and working conditions in Lithuania and economic activity there. A spot was broadcasted in media (Radio Białystok, Suwałki Television), and information on fairs was distributed on bill-posts and website.</p> <p><i>Posters promoting the event were financed from VLO in Białystok's own funds.</i></p> <hr/> <p>Results / outcomes achieved:</p> <p><i>EURES Odra-Oder</i></p>
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		<p>Ca. 500 persons interested in employment in Germany attended job fairs. However, the interest of German employers was lower than expected.</p> <p><i>EURES Danube</i></p> <p>Number of Information events for the Polish unemployed seeking employment in the cross-border region: 1, Number of persons attending fairs and informed about cross-border labour market: 300, number of Polish employers offering vacancies: 10, Number of current job offers from employers in Slovakia: 5, Number of current job offers from employers in Poland: 116</p> <p><i>EURES Biały Las</i></p> <p>Number of persons visiting fairs: Approx. 200, number of exhibitors: 40, number of radio spots: 1, 20 broadcasts – 40 seconds each, number of TV ads: 1 - 72 broadcasts – 30 seconds each, number of posters on bill-posts: 40</p> <hr/> <p>Target groups the action reached: Persons seeking employment in cross-border EURES Odra-Oder, EURES Danube, EURES Biały Las regions</p> <p>including</p> <p>1. The EEA countries taking part in the action: Poland, Germany, Lithuania</p> <p>2. Organisations home and abroad taking part in the action: Agentur fur Arbeit Pasewalk, PLO in Police, VLO in Szczecin, the National Health Fund, AOK Nord-Ost, International Pension and Allowance Counselling, the National Labour Inspectorate, Western Pomeranian Education Centre, 1st Tax Office in Szczecin, the Social Insurance Institution, Service and Counselling Centre “Pomerania”, PLO for Nowosądecki Powiat, Sądecki Labour Office in Nowy Sącz, Temporary Labour Agency Club Silesius, State Higher Vocational School in Suwałki, “MALOW,” sp. z o.o. in Suwałki, Biuro Usługowo – Handlowe MIRAGE Mirosław Szyszko in Suwałki, Military Draft Office, Education and Work Centre VWC, Usługi Pośrednictwa Ubezpieczeniowego, Agencja Niań i Opiekunek RODZINA, Animex Foods Sp. z o.o. S.K.A, CKiPKZ, the BGŻ Bank, Gastech P.P sp. z o.o., Police Headquarters, Podlaska Regional Development Foundation ARES, “PERSPEKTYWA” Social Cooperative.</p>
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		<p>Type of event: Job fairs, International Cross-border Job Fairs.</p> <p>Place and date of the event: Police, 29.05.12, Nowy Sącz, 22.05. 2012; Suwałki, 28.05.2012</p> <p>Description of the event participants:</p> <p>1. Number of participants: Approx. 1 thousand</p> <p>2. Countries and organisations of participants: Poland, Germany, Slovakia, Lithuania</p> <p>3. Outcomes of the event: Getting employment by the unemployed of the cross-border region, informing about German, Slovak and Lithuanian cross-border labour market</p> <p>Written outputs and information/dissemination materials:</p> <p>1. Title: Information posters</p> <p>2. Main subject of the publication: Polish-German Job Fairs in Police</p> <p>3. Number of copies: 350.</p> <p>4. Main target group of these materials: The unemployed and jobseekers interested in employment in Germany, mostly from cross-border regions</p> <p>5. How many language versions were prepared: one language version – Polish</p> <p>1. Title: INFORMATION LEAFLETS</p> <p>2. Main subject of the publication: Polish-German Job Fairs in Police</p> <p>3. Number of copies: 1 thousand</p> <p>4. Main target group of these materials: The unemployed and jobseekers interested in employment in Germany, mostly from cross-border regions</p> <p>5. How many language versions were prepared: one language version – Polish</p>
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		<ol style="list-style-type: none">1. Title: PCV banner2. Main subject of the publication: Polish-German Job Fairs in Police3. Number of copies: 2.4. Main target group of these materials: The unemployed and jobseekers interested in employment in Germany, mostly from cross-border regions5. How many language versions were prepared: one language version – Polish <ol style="list-style-type: none">1. Title: Invitations to Polish-German Job Fairs.2. Main subject of the publication: Polish-German Job Fairs in Police3. Number of copies: 500.4. Main target group of these materials: The exhibitors and jobseekers interested in employment in Germany, mostly from cross-border regions5. How many language versions were prepared: Two language versions: Polish and German. <ol style="list-style-type: none">1. Title: Catalogue of exhibitors (publication related to the subject of the fairs)2. Main subject of the publication: Polish-German Job Fairs in Police3. Number of copies: 500.4. Main target group of these materials: Persons interested in employment in Germany, mostly from cross-border regions5. How many language versions were prepared: one language version – Polish <ol style="list-style-type: none">1. Title: Logotype of Polish-German Job Fairs.
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		<p>2. Main subject of the publication: Polish-German Job Fairs in Police</p> <p>3. Number of copies: 1.</p> <p>4. Main target group of these materials: Persons interested in employment in Germany, mostly from cross-border regions</p> <p>5. How many language versions were prepared: One bilingual - Polish/German version of the logo.</p>
<p>4.2 Job Fairs for German employers</p> <p>Organising Job Fairs for employers from cross-border regions (EURES Odra-Oder)</p>		<p>Action description : Job fairs were organised, at which participants had the opportunity to learn about current job offers from Germany prior to applying. Moreover, employers from the German market were also present at the fair (mostly hotel sector). To optimise access to information for participants an interpreter was hired for persons who did not speak German.</p> <p>Results / outcomes achieved: Number of job fairs organised: 4</p> <p>Target groups the action reached: Persons interested in working in Germany including</p> <p>1. The EEA countries taking part in the action: Poland, Germany</p> <p>2. Organisations home and abroad taking part in the action: Agentur für Arbeit Greifswald, ITU Dienstleistungen GmbH; Tempora Personalservice GmbH; City Hall of Świnoujście; PLO in Kamień Pomorski; Schloss Hotel Neelzow; Steigenberger Grand Hotel and SPA; Cliff Hotel Rugen; Agentur für Arbeit Pasewalk; IFA Insel Rugen Hotel & Ferienpark; Strandhotel Baabe; Vineta Hotels; Rainer Hann Personalservice, local Polish and German media.</p> <p>Type of event: EURES Job Fair</p> <p>Place and date of the event: Świnoujście, 2.02. 2012., 8.03. 2012, 17.03. 2012, 19.04.2012</p> <p>Description of the event participants:</p>

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		<p>1. Number of participants: 164</p> <p>2. Countries and organisations of participants: Poland, Germany</p> <p>3. Outcomes of the event: The actions resulted in organisation of 4 job fairs for employers from the territory of Germany. They were addressed to Poles intending to work in Germany. Current job offers were presented (in, inter alia, tourism, hotel, gastronomy and ship sectors). Participants had an opportunity of individual advice on job offers.</p>
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Within the framework of Guideline 5 – functioning of EURES network

<p><u>10.1 Participation of representatives of the Ministry of Labour and Social Policy in strategic meetings for the cross-border EURES Odra-Oder Initiative.</u></p> <p>Participating in ca. 2 EURES Odra-Oder meetings</p>		<p>Action description : A representative of the Ministry of Labour and Social Policy took part in meetings of the Steering Committee of EURES Odra-Oder, where information was exchanged on EURES activities in cross-border region from 2011-2012 to 2012-2013 and on future EURES activities after the reform of 2014.</p>
		<p>Results / outcomes achieved: A representative of the Ministry of Labour and Social Policy took part in 2 meetings of the Steering Committee of EURES Odra-Oder, where information was exchanged on EURES activities in cross-border region from 2011-2012 to 2012-2013 and on future EURES activities after the reform of 2014.</p>
		<p>Target groups the action reached: Members of the Steering Committee of EURES Odra-Oder initiative including</p> <p>1. The EEA countries taking part in the action: Poland, Germany</p> <p>2. Organisations home and abroad taking part in the action: PES of Poland,</p>

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		<p>Germany, Polish and German employers' organisations and trade unions</p> <p>Type of event: Meeting of the Steering Committee of the EURES Odra-Oder initiative</p> <p>Place and date of the event: Berlin, 22.06.2011; Berlin 14.03.2012</p> <p>Description of the event participants:</p> <ol style="list-style-type: none"> 1. Number of participants: 16 2. Countries and organisations of participants: Poland, Germany – partner organisations of the EURES Odra-Oder Initiative 3. Outcomes of the event: Information update on the cross-border labour market, results of implementation of the EURES Odra-Oder initiative and preparation of partner institutions of the Initiative and their structures to the new programming period after 2014
<p><u>10.2 Participation of the representatives of the Ministry of Labour and Social Policy in meetings of Steering Committees, Working Groups and other meetings of partners of EURES T <i>Beskydy</i> and EURES-<i>TriRegio</i></u></p> <p>Participating in approximately 6 meetings of EURES T <i>Beskydy</i> and EURES-<i>TriRegio</i></p>		<p>Action description : A representative of the Ministry of Labour and Social Policy took part in 2 meetings of the Steering Committee of EURES-T <i>Beskydy</i> and <i>EURES Tri-Regio</i>, where information was exchanged on EURES activities in cross-border region from 2011-2012 to 2012-2013 and on future EURES activities after the reform of 2014.</p> <p>Results / outcomes achieved: Information update on the cross-border labour market, results of implementation of the EURES-T <i>Beskydy</i> and EURES-<i>TriRegio</i> initiatives and preparation of partner institutions of the Initiative and their structures to the new programming period after 2014</p> <p>Target groups the action reached: Members of Steering Committees including</p> <ol style="list-style-type: none"> 1. The EEA countries taking part in the action: Poland, Germany, the Czech Republic, Slovakia 2. Organisations home and abroad taking part in the action: EURES-T partner institutions

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		<p>Type of event: Meeting of the Steering Committee</p> <p>Place and date of the event: Ustii nad Labem, 7.02.2012; Trinec, 22-23.02.2012; Namestovo, 29-30.05.2012</p> <p>Description of the event participants: EURES-T partner institutions</p> <p>1. Number of participants: 16 participants of the meeting of EURES Tri-Regio, 20 participants of the meeting of EURES-T Beskydy</p> <p>2. Countries and organisations of participants: Poland, Germany, the Czech Republic, Slovakia</p> <p>3. Outcomes of the event: Information update on the cross-border labour market, results of implementation of the EURES T- Beskydy and EURES TriRegio initiatives and preparation of partner institutions of the Initiative and their structures to the new programming period after 2014</p>
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3. Has your project had a transnational dimension? Yes

If yes, please describe it

The project has a transnational character. Actions such as: Job fairs, job exchanges, information days were attended by foreign representatives of the EURES network from all EEA countries. For instance, such an event were Metropolitan International Job, Education and Entrepreneurship Fairs in Gdańsk, European Job Fairs – Białystok 2012, VII International Job Fairs in Lublin, European Job, Education and Career Fairs in Olsztyn, European Job, Entrepreneurship and Education Fairs in Katowice, Bielsko-Biała and Częstochowa, European Information and Recruitment Day in Łódź, 5th international Job Fairs WorkExpo in Rzeszów. Recruitment for foreign employers was also organised.

Polish EURES advisors took an active part in international events, during which they presented job offers of Polish employers and the living and working conditions in Poland.

Recruitment projects were implemented, for instance, a project for Polish employers interested in exchange of personnel at risk of redundancies due to seasonality of market or economic crisis (Austrian employers from Salzburg Chamber of Economy took part in the project), which enabled Polish students internships in hotel and gastronomy sector in Austria.

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The major events were:

- EURES Information Day 12.05.2012 attended by EURES advisors from Germany, Sweden, Finland, Holland, Bulgaria and Latvia. The event was part of the European Village, which accompanies the Schuman Parade, which has been organised since 1999 by the Robert Schumann Foundation of Poland in order to celebrate the Europe Day.
- European Days of Youth Entrepreneurship Promotion from 12 to 21 October 2011, organised as a part of Youth@Work initiative. European Job, Education and Career Fairs were organised during the Days, where 52 exhibitors from Poland and abroad presented their offer.

Cross-border cooperation with Germany had a transnational dimension (it involved local labour offices of both countries and trade unions) as well as did co-operation with Slovakia and Lithuania. Cross-border cooperation was also reflected in the Odra-Oder initiative, and remains one of the prerequisites for the quality of EURES network in the Lubuskie Voivodeship and in Brandenburg. On 10 May 2011 a Polish-German Information Point was established in VLO in Szczecin, where EURES advisors from Germany and VLO in Szczecin work in shifts.

The scope of transnational dimension consisted in international co-operation in the implementation of activities, exchange of information, good practices and highlighting new ideas and innovative solutions and measures to improve activities. Transnational dimension of activities was also conducive to the strengthening of contacts between participants and establishing co-operation. New cooperation methods were developed pertaining to recruitment and evaluation of undertaken activities. All parties involved got experience in international cooperation based upon different culture of work.

4. Were there any partners and/or stakeholders involved in your project? Yes:

If yes, please list here all partners and/or stakeholders and describe the contribution they made to the action. Has the role of any of the partners changed during implementation? If yes, please explain how and why.

Partners enumerated in point 2 of the report, inter alia, powiat and voivodeship labour offices, employers from Dolnośląskie employers' associations, for instance, Association of Employers of Dolny Śląsk, Dolnośląska Chamber of Economy, Sudety Chamber of Commerce and Industry, Chamber of Tourism, Danish employers, vocational school from hotel and gastronomy sectors in Wałbrzych and Świdnica, EURES EEA advisors, employers from Austria, job brokers, vocational counsellors, Career Information and Planning Centres, experts in Coordination of Social Insurance Systems, Europass, Europe Direct, the European Commission, Youth in Action, Regional Social Policy Centre, Euro-tax, Kujawsko-Pomorska Crafts and Entrepreneurship Chamber in Bydgoszcz, universities, the EURODESK network, Voluntary Labour Corps, Tax Chambers, Social Insurance Institution, National Labour Inspectorate, ITAKA Foundation, Nadbużański Border Guard Division, District Labour Inspectorate - Department of Legality of Employment, police, Slovak labour offices, Robert Schuman Foundation, Monsterpolska.pl, La Strada Foundation, Border Guards in Opole, Tax Office, District Labour Inspectorate, Regional Development Agency, Vocational Education Centres, District Labour Inspectorate, Regional Development Agency, temporary labour agencies from Great Britain, Transline

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Resource Group, Norway, Ikett Personalpartner AS, AM Direct AS and Bergen Personal, Academic Career Offices, Gmina Information Centres.

Partners co-organised the events, provided expert support (promotion of job offers during trade fairs and recruitment, presentations, consultations on fair stands, participating in recruitment interviews, co-organisation of workshops, conducting thematic stands), and technical and logistics support (securing technical conditions, technical assistance in videoconferences, interviews) and also supported promotion and information activities for organised events.

The role of each partner in the course of these events has not changed.

5. How did you make sure that equality considerations were taken into account in your work?

Public Employment Services in Poland – including the EURES – implement their tasks on the basis of the Act on promotion of employment and labour market institutions (Dz.U. of 2008, No. 69, item 415, as amended). In accordance with Article 2a, the Act protects **the principle of equal treatment in access and use of the services of the labour market and labour market instruments regardless of gender, race, ethnicity, nationality, religion, belief, disability, age or sexual orientation**. Furthermore, in accordance with Article 36(4) of the Act, job placement for the unemployed, job seekers and employers is carried out by the Poviats and Voivodeship Labour Offices **free of charge according to the rules on:**

- 1) **the availability of employment services** for job seekers and employers;
- 2) **voluntariness** – meaning the use of job placement services without obligation;
- 3) **equality** – meaning the obligation to provide all the unemployed and job seekers with help in finding employment or other gainful work regardless of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, religion or sexual orientation;
- 4) **openness** – which means that each vacancy submitted to the Labour Office is made available to the unemployed and jobseekers.

6. Are these actions (or related new actions) to continue after European Union's financial support has come to an end?

Yes

Some activities are continued even after the financing by means of European Union funds has come to an end. It applies in particular to recruitment activities, participation in job fairs, meetings with employers (dispatch of information materials), training of PES employees, promotion of EURES services (leaflets, promotion materials, promotion articles, bulletins published by VLOs, e.g. "Job course", "EURES bulletin"), maintenance of websites or information activities for job seekers by VLOs. Their implementation is frequently possible owing to financing of activities by the Labour Fund or voivodeship budget.

A permanent activity also entails co-operation with other networks and institutions that operate in the area of labour, e.g.: EURODESK, Academic Career Offices, VWCs, police, labour inspection.

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Cyclical activities like International Job Fairs are also co-financed by the Labour Fund.

Besides, cross-border co-operation standards were developed, with this co-operation being continuous, e.g. under an agreement between PLO Slubice and Agentur für Arbeit Frankfurt, meetings of PLO Międzyrzecz and German PES and Chamber of Handicrafts Frankfurt, co-operation of PLO Świnoujście with the labour office in Greifswald, co-operation of PLO Police with Agentur für Arbeit Pasewalk. The website created under the EURES grant and devoted to EURES services and the German labour market will function for the next three years using a purchased external domain and an external server. Following the lapse of agreement duration, it will be transferred to external PLO servers in Gryfino and maintained under own costs for the subsequent period.

I.2. LESSONS LEARNED AND DISSEMINATION OF RESULTS

7. What are the most important outcomes and lessons learned from the action? What are the implications for relevant stakeholders?

Great interest of job seekers in participation in job fairs is being observed, which is confirmed by positive results of evaluation surveys and high frequency. Organisation of international job fairs makes it possible for interested persons to take up a job within the territory of EU/EEA countries, an opportunity both for participation in the conducted recruitments and for collection of information from foreign EURES advisors about the working and living conditions in the countries in which they want to seek a job. The participation of Polish EURES staff in international and foreign job fairs provides an opportunity for direct contacts with the European EURES staff and is a chance to broaden the knowledge about the working and living conditions in individual EU Member States and to establish contacts with employers in such countries. This results, among other things, in collection of more job offers, participation of foreign advisors in the events organised in Poland and in intensification of co-operation. The participation of foreign EURES advisors raises the profile of various meetings or events, and their absence clearly has negative impact on the attendance.

Some labour offices reported keen interest of Polish citizens in employment by employers from Germany, in particular qualified blue-collar workers, craftsmen, carers for elder persons, drivers. No knowledge of German language in case of job seekers is a bottleneck that frequently prevents the departure to work to Germany. However, as the time passes by, the interest in taking up a job in Germany decreased in certain border regions and stabilised at a quite low level (the main barrier: predominantly job offers for highly specialised employees and no knowledge of German or in case of employees with low

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qualifications – for lower salary than in other EU Member States).

It is necessary to continue information activities aimed at persons searching for a job abroad in the aspect of safety of leaving to work outside Poland. Information campaigns in co-operation with partners with the use regional media and other media oriented to job seekers looking for work abroad is of major importance, in particular in the field of making them realise the potential threats that might experienced by persons that are not prepared for departure.

The group that is particularly interested in information both about job offers and working and living conditions in the EU/EEA countries is formed by pupils and graduates of vocational schools who have education in the professions searched for on the labour markets of these countries and know foreign languages at a communicative level. They are interested both in taking up a seasonal job during a holiday period and in search for a job abroad after completion of education in Poland.

An insignificant interest of employers in EURES services is being observed; however it does not detract from the fact that it is advisable to take attempts to reach that group of beneficiaries. New methods should be look for to reach the employers who would be interested in seeking employees within the territory of EU/EEA countries. Information meetings and promotion of EURES network services for employers during fairs make it possible to reach the employers interested in gaining employees who in case of search for persons with qualification lacking on the regional market will be interested in using the services of the EURES network. When organising information meetings for employers, the scope of subjects should extended with other issues; employers are interested in participation of representatives of ZUS and the Tax Office.

Labour offices initiated numerous innovative measures. For instance, the Dolnośląskie Voivodeship Labour Office organised workshops entitled "Safe departures to work abroad", a videoconference combined with recruitment, programmes of vocational internship for pupils with foreign partners, a project aimed at working persons under the title "After work on work", a project that involves exchange of personnel that is at risk of being seasonally dismissed.

High activity of EURES advisors in the region results in EURES becoming noticeable and being perceived by clients (the unemployed, job seekers, working persons, young persons) as a credible institution, a reliable job broker and a source of information about work and life within the EEA. It is also important that EURES is considered an important partner on the labour market, not only for PLOs, but also for other social partners.

8. Did you carry out any evaluation of the action performed? Internal evaluations - Yes / External evaluations - Yes. If yes, please outline the key findings and conclusions of such evaluation.

Clearly most activities involving such as information meetings, recruitment meetings, training, workshops, seminars, conferences, information and labour

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days, ELP, job fairs and job exchanges were evaluated by means of evaluation surveys completed by participants of such events. As indicated by the collected data, all the surveys contained a general assessment and an assessment of the most important aspects of an event such as: the scope and selection of offered information and knowledge, their practical usefulness; the method of presenting/conveying the information; specialist competences of persons that present the information; organisational conditions (time, venue, travel route to the event), technical equipment used during the presentation; provision of recipients with information, promotion and other materials. In most cases the entire event and individual aspects were evaluated on a five-point scale – from 1 (weak) to 5 (very good). All the events were rated above the average, with clearly most of them being rated as “good” (4) and “very good” (5) by 70%-100% of the evaluating persons. The evaluations also indicated the effectiveness of promotion of events through broad information in various media, in particular in the regional ones. In selected cases, by means of surveys, data were collected that illustrated a group of participants broken down by gender, age, educational attainment, professional status. Attendance lists represented an additional tool for evaluation of selected events.

The events that involved job fairs and labour days were often rated not only by the visitors, but also by the exhibitors. Similarly, the exhibitors rated these events high, including not only the general organisation, but also the venue, the location of stands, provision of convenient access and good and properly working technical equipment.

The evaluations of the mentioned activities were also collected by way of talks and interviews, including the ones via telephone, and the obtained results indicated similarly good and very good assessments. In individual cases, evaluations were carried out through development of reports with description of the course and level of implementation of particular event elements. They also indicate a high level of events covered by assessment.

These activities pertaining to information campaigns and information and promotion connected with EURES services were evaluated on the basis of the number of projections in case of a film and circulation in case of magazines in which the texts in question and publication circulation were included in case of development and publication of information materials.

The recipients of EURES services in many cases reported a postulate to have the measures related to training and provision of information repeated in the next years for a larger number of participants.

Irrespective of evaluation method, all results indicate that the events and activities organised under EURES met the expectations of participants, made it possible to exchange the experience and gain new knowledge and they should result in impact of their own professional career in a more effective way.

9. News/success/best practice

Information activities should be carried out to a great degree with the involvement of media. It is a good solution to publish articles in the regional press with

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large circulation, which increases the range of impact and the odds for the information about EURES to reach a larger number of recipients.

It has turned out to be an effective activity during the conduct of EURES information campaign for the clients that an agreement between the Voivodeship Labour Office and the Voivodeship Police Commanding Officer and the District Labour Inspectorate was entered into in the field of counteracting the problem of illegal job brokerage, assurance of proper labour conditions and citizens' safety. Common information actions were carried out in this respect through the medium of regional media and with the involvement of digital media and information materials. A campaign under the title "Work worth the effort" ["Praca warta zachodu"], which informed about the methods for search for a legal job abroad and about the existing potential threats related to the departure. Inclusion of media considerably increased the campaign's range of impact. Information meetings were an important campaign element, and 278 persons participated in them: students, employees of labour market institutions and employers. As a result of the campaign, the awareness of the group of recipients of the opportunities and threats connected with the departure to work abroad increased and the knowledge about the methods to avoid the consequences arising for the persons that are not prepared for departure.

Because of increased popularity of the VLO bulletin among the office visitors, it is important to systematically publish information about the activities implemented under EURES in each quarter.

EURES should be promoted in branch-related storehouses since, as indicated by the experience, they are interested in establishment of contacts that could lead to establishment of co-operation in recruitment.

As part of measures connected with provision of information about the services provided by the EURES network and establishment of co-operation, a meeting with Polish employers was held. Upon invitation of the Polish party, a EURES advisor from Austria participated in the meeting. The advisor presented the methods to shape good relations of PES staff – including the EURES staff – with the employers, including the unconventional methods as well, like discussion of projects during business lunches, holiday meetings or on other occasions. It is important to set a common employment strategy in a region and co-operate in the implementation of employment. The Austrian advisor presented examples of common projects and benefits derived by Austrian employers from co-operation with EURES, in particular in the area of search for qualified personnel.

During the implementation of events such as labour days, the presence of EURES advisors from other EU Member States was of great value. It gave the participants an opportunity for direct contact with the European employment services and an opportunity to obtain up-to-date information about the labour markets in other countries. The fairs are a unique opportunity to provide the services of European job placement, making it possible for job seekers to directly talk to employers from various countries. In the opinion of participants, such events are an effective way of obtaining both information and actual job offers.

It was a good solution to organise European Entrepreneurship, Job and Education Fair in various town and cities in the region. This way, job seekers were provided with more convenient access to foreign and domestic job offers and to information about services of the EURES network. Location of fairs closer to

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the place of residence reduces the cost of travel and increases the attendance of project participants.

Under European job placement for Polish job seekers, a VLO has conducted recruitment for French employers for the offered ca. 500 jobs in a theme park. 105 persons were invited to a meeting with the employers. A multimedia presentation of conditions for future jobs was held during the meeting, followed by direct interviews with the persons conducting the recruitment (in two languages: English and French). Two candidates were invited to each recruiter, which facilitated the course of recruitment. Job interviews were successfully completed by 75 persons, who will have a chance to receive a job.

Because of organisation of job interviews for Polish job seekers and foreign employers, "information package" was created that contains job offers, confirmation of the date, hour and venue of the meetings, map with its location, information about where to find data about working and living condition, a leaflet about social security systems concerning the allowances for the unemployed. The qualified candidates are sent an "information package" with a request to get acquainted with it. After arrival, the candidates are to confirm with their signature that they read the document, which encourages them to read the provided information. The "package..." makes it possible to acquire new and structure the possessed information, facilitates the process of interviews and allows for problems, if any, to be avoided.

It is a good idea to organise recruitments in Poland since the employers have an opportunity to get to know the persons applying for a job and to choose on the basis of a direct meeting, conversation and practical verification of qualifications whereas a job seeker get detailed information about the offered employment and have an opportunity to learn the employer, which makes it easier to take a decision on the further co-operation.

The EURES staff in co-operation with other VLO employees took an innovative measure – preparation and implementation of workshops: "Safe departures to work abroad" for the clients who travel abroad to work. The workshop for PLO clients involved the preparation of clients for a meeting with an employer, writing a CV, preparation for a job interview, search for job offers, use of websites, preparation of required documents and preparation of clients for labour migration (reasons for departure abroad, cultural shock, probable consequences of a departure). The workshops enjoyed huge interest both of the participants and the labour office. There is a large demand for continuation of this activity. For the needs of the workshop, a brochure entitled: "Safe departures" was prepared, and it contains information in all focus areas.

As part of the activity connected with internship for Polish youth in enterprises in the EU/EEA countries, co-operation was established with an Austrian EURES partner. This made it possible to find appropriate employers to accept pupils from Polish vocational schools for internship. The organised internships were successful, all employers declared they are willing to continue the project and rated Polish pupils very positively whereas the pupils came back very motivated to continue their education and to learn the foreign language. During the summarising meeting, for which other schools with a same specialisation were invited as well, pupils presented their experience, and the representatives of schools participating in the project provided information about the method of preparation for participation in the project. Seven schools were interested in it. The project will be continued.

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The co-operation should be continued, and new contacts should be established with Career Offices, Gmina Information Centres and other labour market institutions since thanks to that access to a broader group of service recipients is gained, and at the same time, there is an opportunity for co-operation in organisation of events implemented under EURES.

10. Adequate dissemination of findings and lessons is essential in ensuring the EU added value of the action. Therefore, please explain and describe how you involved relevant stakeholders during the action and whether there was any feedback.

Relevant stakeholders were involved in the implementation of activities. The involvement of representatives of local authorities and the government raised the profile of the event, attracted the interest of exhibitors, visitors and the media. It also contributed to strengthening co-operation within the framework of EURES actions and ultimately constitutes the implementation of the common active labour market policy, which is part of EURES actions.

The media, in particular the regional ones, were involved in the implementation of activities, which contributed to strengthening of the promotion and information message to persons interested in a job abroad.

Participation of NGOs, student organisations, employers' organisations, employment agencies as well as representatives of European networks has increased their information offer for clients and is a source of knowledge about European job placement within the framework of EURES network.

Participation in the events was for them a form of outplacement services.

LIST of abbreviations used in the report

ACO	Academic Career Office	SC	Steering Committee
ICPC	Information and Career Planning Centre in Voivodeship Labour Office	MLSP	Ministry of Labour and Social Policy
CV	Curriculum Vitae	NHF	National Health Fund;
LMD	Labour Market Department	VWC	Voluntary Work Corps

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IRD	Information and Recruitment Days	NLI	National Labour Inspectorate
ELD	European Labour Days	PES	Public Employment Services
ESF	European Social Fund	PLO	Powiat Labour Office
EURES	European Employment Services	RSPC	Regional Social Policy Centre
EURODESK	European information programme for youth and for persons working with youth	CIRD	Cross-border Information and Recruitment Days
EUROPASS	The document that contains skills and competencies	EU	The European Union
GIC	Gmina Information Centre	VLO	Voivodeship Labour Office
EC	The European Commission	ZUS	Social Insurance Institution