

Annual report – Final report - detailed description of EURES activities in POLAND
within May 2004 – March 2005 (part II) – Enclosure 1.2
Ministry of Economic Affairs and Labour
Labour Market Department

MINISTRY OF ECONOMIC AFFAIRS AND LABOUR
LABOUR MARKET DEPARTMENT



ANNUAL REPORT- FINAL REPORT
DETAILED DESCRIPTION OF EURES ACTIVITIES
in POLAND
within MAY 2004 – MARCH 2005
part II

Warsaw, June 2005

EURES guidelines 2004-2007 priority N°:	No. 2 - By 2005 all job vacancies advertised by the Public Employment Services to be accessible to jobseekers for consultation throughout the whole EU/EEA area, and effectively used to enhance recruitment and placement.
Name and N° of the activity:	<i>No. 1 - Maintenance and update of the national EURES website.</i>
Implementing body:	Ministry of Economic Affairs and Labour
Partners:	N/A
Date/Dates:	May 2004 – March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The national EURES website was planned to be launched on 1 May 2004 as an integral part of one of Ministry of Economic Affairs and Labour websites. The website was intended to provide basic information on EURES services and useful information on job mobility throughout the EEA states. It was also to contain a link to the Commission's EURES Job Mobility Portal and a link to a database of job vacancies advertised by the Polish labour offices.</p> <p>Objective: Facilitate access for jobseekers, employers and other interested parties to information on EURES and job vacancies throughout the EEA area using modern information technologies.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>The national EURES website was launched on 1 May 2004 at www.eures.praca.gov.pl.</p> <p>The website comprises two sections: a public section and a section accessible to the EURES staff from labour offices at regional (<i>voivodeship</i>) and district (<i>poviat</i>) levels.</p> <p>The public section comprises the following features:</p> <ul style="list-style-type: none"> - basic information on the EURES network and EURES services, - a link to the EURES Job Mobility Portal at www.europa.eu.int/eures, - the EURES legal framework in Polish and in three official EU languages, - national EURES legislation, - a link to a job vacancy database on the EURES Job Mobility Portal, - description of the operation of EURES in Poland, - address details of EURES advisors in Poland, - information on the conditions of life and work in EEA states (in Polish), - information on the conditions of life and work in Poland (a link to the EURES Job Mobility Portal), - information on transition periods for access to the labour market applied by EEA states towards Polish nationals, - a link to a database of job vacancies advertised by Polish labour offices at www.epuls.praca.gov.pl, - news, - frequently asked questions, - useful links. <p>A link to the national EURES website is available on the websites of all 16 voivodeship labour offices and 238 poviat labour offices (ca. 70%).</p> <p>The section intended for the EURES staff from voivodeship and poviat labour offices can be accessed using a login name and password. The EURES staff from the Ministry of Economic Affairs and Labour and from all voivodeship and poviat labour offices have been provided with login and password details. This section of the</p>	

<p>website is designed as a forum for sharing information among the EURES staff members.</p> <p>The section accessible through a password contains the following features:</p> <ul style="list-style-type: none">- a EURES monitoring database,- a draft of the EURES leaflet,- materials and presentations from national training courses,- a discussion forum for the EURES staff. <p>A work-for-hire contract was signed for the development of the EURES monitoring database (a copy is enclosed in Appendix No. 1). The work on the EURES monitoring database was completed in March 2005. As information is collected on a quarterly basis, we have available data for the first quarter of 2005. The data contain deliverables from the EURES staff of 16 voivodeship and 338 poviats labour offices. A collective list of data is contained in Appendix No. 2.</p>
<p>Beneficiaries of the activity:</p> <p>The public section – staff of the public employment services, jobseekers, unemployed, employers, social partners, other institutions interested in job mobility.</p> <p>The section accessible through a password – the EURES staff.</p>
<p>Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:</p> <p>The result of the activity has been to facilitate access for the unemployed, jobseekers, employers and other interested parties to information on EURES and job vacancies throughout the EEA area using modern information technologies.</p> <p>In the period from 1 May 2004 to 31 March 2005, a total of 457,807 visits were recorded to the website, which gives an average of 41,619 visits per month.</p>
<p>Describe how activity has been evaluated:</p> <p>An increasing number of visits to the website reflects the growth of client interest in EURES services.</p> <p>At 457,807, the actual number of visits exceeded the 200,000 figure estimated in the grant contract by 257,807.</p>
<p>Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:</p> <p>The national EURES website is a very good information tool and as such it should continue to be developed and updated. It is one of the basic components of the EURES marketing strategy in Poland.</p>

Appendices:

No. 1 – Copy of a work-for-hire contract for the development of the EURES monitoring database, including a copy of a working timesheet.

No. 2 – A collective statement of EURES deliverables of voivodeship and poviats labour offices in the first quarter of 2005.

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EURES guidelines 2004-2007 priority N°:	No. 2 - By 2005 all job vacancies advertised by the Public Employment Services to be accessible to jobseekers for consultation throughout the whole EU/EEA area, and effectively used to enhance recruitment and placement.
Name and N° of the activity:	<i>No. 2 - Integration with EURES and maintenance of the adequate standard of the IT system serving labour offices.</i>
Implementing body:	Ministry of Economic Affairs and Labour
Partners:	The Information Technology Department of the Ministry, IT professionals from EuroDynamic and EURESco
Date/Dates:	Phase I – December 2004 Phase II – March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The activity was intended to integrate the national job vacancy database with the EURES database. The integration of the databases was intended to enable displaying job vacancies advertised by the Polish public employment services on the EURES Job Mobility Portal.</p> <p>Objective: Achieve compatibility of national and EURES job vacancy databases within the framework of web services.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>The national database of job vacancies registered by Polish employers with the Polish public employment services is available at www.epuls.praca.gov.pl. The website is integrated with the SI PULS system, which is installed in a majority of poviats labour offices.</p> <p>Both the national job vacancy database at www.epuls.praca.gov.pl and the SI PULS system were integrated in December 2004 with the EURES job vacancy database located at the Job Mobility Portal. This activity was implemented using own funds of the Ministry's Information Technology Department.</p> <p>As not all poviats labour offices were supported by SI PLUS, it was necessary to integrate the remaining two IT systems: RUBIKOM+ and BEZROBOTNI. To this end, two work-for-hire contracts were signed (copies are enclosed in Appendix No. 3).</p> <p>Work designed to integrate the two systems was carried out in the first quarter of 2005. The systems were successfully deployed.</p>	
Beneficiaries of the activity:	
EEA unemployed and jobseekers interested in taking up a job in Poland as well as Polish employers.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
<p>The achievement of compatibility between national and EURES job vacancy databases.</p> <p>The development of an IT tool providing access for EEA nationals to information on job vacancies published by the Polish public employment services and the introduction to the EURES database of job vacancies from Polish employers interested in foreign recruitment.</p>	
Describe how activity has been evaluated:	
<p>Considering that the EURES-integrated SI PULS system has been operating for only a quarter of the year and the other IT systems were integrated as late as March 2005, the operation of the system could not yet be comprehensively evaluated.</p> <p>Nevertheless, poviats labour offices have not reported any problems with the operation of the integrated system. This provides grounds to believe that the system operates effectively.</p>	

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:

Adapting IT systems is a time and cost consuming process, the outcome of which depends on the type of IT systems used by the public employment services in the individual EEA states.

Furthermore, considering that the Polish website www.epuls.praca.gov.pl does not comprise all job vacancies advertised by poviats labour offices, work has been undertaken to amend the Ordinance of the Minister of Economic Affairs and Labour concerning job agency services, occupational guidance, training organisation and assistance in active searching for employment. The draft ordinance contains a provision obligating poviats labour offices to transmit all job advertisements to an electronic job vacancy database operated by the minister responsible for labour.

Appendices:

No. 3 – Copies of two work-for-hire contracts for the integration of IT systems.

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Name and N° of the activity:	<i>No. 3 – Provision of adequate computer hardware for EURES advisors.</i>
Implementing body:	Ministry of Economic Affairs and Labour, Voivodeship Labour Offices
Partners:	N/A
Date/Dates:	1 st quarter 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The purchase of computer equipment (laptops) for 13 EURES advisors and 3 voivodeship EURES assistants (in the regions where there were no official EURES advisors in the initial year) and of one desktop computer for the EURES budget assistant in the Ministry was planned under the activity.</p> <p>Objective: Ensure efficient countrywide communication, access to the Polish IT system integrated with EURES, access to the EURES website operated by the Commission and to the national EURES website and, most importantly, access to the EURES job vacancy database as well as the possibility of making multimedia presentations for clients.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>14 laptops complete with software and peripheral devices were purchased and installed in voivodeship labour offices in the first quarter of 2005.</p> <p>Due to lengthy bidding procedures applicable to computer equipment, the purchase of two notebooks for a EURES advisor and a EURES assistant from the Voivodeship Labour Offices in, respectively, Cracow and Toruń, as well as of the desktop computer for the EURES budget assistant in the Ministry was not completed by the end of March 2005.</p> <p>The delivery of the above described equipment to EURES advisors and candidate advisors (users) was additionally documented by means of a declaration of acceptance, which was signed by the heads of the voivodeship labour offices and the users.</p>	
Beneficiaries of the activity:	
EURES advisors and candidate advisors.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
<p>The 14 laptops purchased complete with software and peripheral devices have enabled efficient countrywide communication among the EURES staff, access to proper IT tools, access to the EURES Job Mobility Portal and the national EURES website and, most importantly, access to the EURES job vacancy database.</p> <p>Portable computers have also enabled efficient delivery of EURES services to clients, including in particular on-site delivery of multimedia presentations.</p>	
Describe how activity has been evaluated:	
<p>Considering that the computer equipment was purchased in the first quarter of 2005, the effectiveness of its operation could not yet be evaluated.</p> <p>Nevertheless, deliverables achieved by the EURES staff of the voivodeship labour offices in the first quarter of 2005 (as described in Appendix No. 2) demonstrate the wide potential use of the hardware purchased.</p>	
Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:	
The long duration of bidding procedures should be taken into consideration when purchasing computer	

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equipment. Protracted bidding procedures lead to a situation where computer equipment cannot be purchased within the period planned and thus a EURES grant cannot be used to fund the purchase.

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EURES guidelines 2004-2007 priority N°:	No. 2 - By 2005 all job vacancies advertised by the Public Employment Services to be accessible to jobseekers for consultation throughout the whole EU/EEA area, and effectively used to enhance recruitment and placement.
Name and N° of the activity:	<i>No. 4 - Establishment of cooperation with institutions with a relatively large flow of potential EURES clients.</i>
Implementing body:	Voivodeship Labour Offices
Partners:	Powiat Labour Offices, Gmina Information Centres, Occupational Information and Career Planning Centres, Academic Career Offices, Voluntary Labour Corps, Continuing Professional Development Centres, Voivodeship Development Foundations, non-governmental organisations (foundations and associations), Regional Development Agencies
Date/Dates:	May 2004 – March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The following activities were planned with a view to establishing cooperation with institutions with a relatively large flow of potential EURES clients:</p> <ul style="list-style-type: none"> - identifying institutions from individual voivodeships with which to establish cooperation, - organising information meetings and seminars for interested partners, - participating in conferences on employment issues, - setting up consultation desks at the premises of powiat labour offices and gmina (local) information centres, - keeping in contact with interested institutions and organisations through visits and correspondence. <p>The following was planned: around 310 information meetings and seminars dedicated to presentations on EURES, active participation in 20 conferences and around 500 indirect contacts with institutions (correspondence, phone calls and other contacts).</p> <p>Objective: Reach a wide spectrum of potential EURES clients, promote the EURES idea and streamline transnational recruitment process by providing information on opportunities offered by the EURES job vacancy database.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<u>Dolnośląskie Voivodeship</u>	
The following was implemented as part of the activity:	
<ol style="list-style-type: none"> 1. 8 meetings were held with the unemployed and jobseekers in the voivodeship's Powiat Labour Offices. 2. One two-day information meeting was held for the staff of the Powiat Labour Offices (EURES assistants). 	
<u>Kujawsko-Pomorskie Voivodeship</u>	
The following was implemented as part of the activity:	
<ol style="list-style-type: none"> 1. 18 visits were made to EURES partners, i.e. Powiat Labour Offices, Occupational Information and Career Planning Centres, Gmina Information Centres and Academic Career Offices. These were both outgoing and local visits, the latter being made in Toruń. During the visits EURES promotional materials were distributed and opinions were shared concerning further cooperation. 2. A seminar was organised on 16 March 2005 under the title "EURES – an opportunity for entry into EU/EEA labour markets". It was attended by EURES assistants at a powiat level, job agents and representatives of the Occupational Information and Career Planning Centre and the Academic Career Offices. In addition to talks there were 3 presentations delivered by invited guests, of which one concerned international recognition of education and professional qualifications, the other discussed the basic aspects of coordination of social security systems, while the third one addressed the issue of tax liabilities of 	

persons leaving for work abroad.

Lubelskie Voivodeship

A number of information meetings were organised as part of efforts to establish cooperation with institutions with a relatively large flow of potential EURES clients. The meetings were dedicated to presenting the idea, role and functions of EURES.

The meetings were held in Lublin and the former voivodeship towns of the Lublin region (Biała Podlaska, Chełm and Zamość) at the premises of the Occupational Information and Career Planning Centres and other institutions. The staff of all local institutions dealing with potential EURES clients were invited to the meetings. Address lists of those interested in cooperation were compiled during the meetings for delivery of EURES promotional materials.

Łódzkie Voivodeship

The activity consisted in organising a meeting of the “Working Together” Coalition for Vocational Activation. The meeting was dedicated to discussing theoretical and practical aspects of the free movement of persons within the EEA. EURES was characterised as a basic source of information on occupational mobility and a database of international job vacancies. The beneficiaries of the activity were provided with marketing materials on EURES and international employment agency services.

Małopolskie Voivodeship

The activity was implemented through participation in job fairs and career exchanges, at which current employment opportunities and recruitment procedures were presented within the EURES network, as well as through organisation of the recruitment for vacancies requiring a higher number of candidates, which included presentations of employers and occupational guidance services.

Opolskie Voivodeship

The activity comprised information visits to the Poviats Labour Offices in Strzelce Opolskie and Kluczbork and the establishment of cooperation with the Gmina Information Centre in Kluczbork. Information was provided during the visits concerning the objectives and tasks of EURES and the operation and structure of the EURES network in Poland. Also discussed were rules on the circulation of vacancy postings, requirements for candidates and CV specimens. Information was provided on the role of labour offices in the EURES network. Particular focus was on the important task of assisting clients in navigating the websites www.europa.eu.int/eures, www.eures.eu.int/eures and www.wup.opole.pl, finding information on working and living conditions in the EEA, searching the above websites for job vacancies and posting CVs.

Rules of cooperation were discussed and opinions were shared on efficient exchange of information during the visits in the Poviats Labour Offices.

Podkarpackie Voivodeship

Cooperation was established with the Student Career Offices affiliated with the Rzeszów University and the University of Information Technology and Management in Rzeszów. As part of the cooperation, the EURES advisor participated in two job fairs organised by the Universities.

A separate stand with the EURES logo, information materials and access to an internet enabled laptop was provided during both these events. Contact was also established with the local supplement of the Gazeta Wyborcza daily to provide interested parties with broader access to information on EURES vacancies and current recruitment events.

Podlaskie Voivodeship

The activity consisted of organising consultation and information meetings in the Poviats Labour Offices, the Gmina Information Centres and the Career Offices. The topics discussed at the meetings were current activities of, and problems encountered by, EURES assistants operating at a poviat level. The unemployed and jobseekers were also provided during the meetings with information on job opportunities abroad.

Meetings at the Gmina Information Centres and the Career Offices provided an opportunity to disseminate information on the functioning of the EURES network and the principles of the free movement of persons to both staff and clients of these institutions.

Pomorskie Voivodeship

Information on EURES was disseminated during individual and group meetings with seekers of foreign jobs. Information on the conditions of life and work in EEA states was disseminated through a variety of lectures, presentations and press information.

There was a change in the activity concerning the number of meetings with jobseekers. This was caused by the involvement of the EURES staff in preparing the International Job Fair, an event that was held as part of the activity No. 17.

Śląskie Voivodeship

A meeting was held on 27 January 2005 in the Voivodeship Labour Office in Katowice under the title "EURES - a source of information on the British labour market", which was attended by 30 persons interested in seeking jobs in the UK.

Training courses on the EURES network were organised in cooperation with the Poviats Labour Office in Katowice for:

- school psychologists and counsellors (3 February 2005),
- secondary school business teachers from the Katowice poviat (10 February 2005).

A total of 48 persons participated in the training courses.

A training course was organised on 23 February 2005 in the Voivodeship Labour Office for the staff of the Gmina Information Centres, during which information was disseminated on the EURES network. A total of 30 staff members of 27 Gmina Information Centres participated in the training course.

Świętokrzyskie Voivodeship

3 outgoing visits were conducted as part of the activity:

- visits to the Poviats Labour Offices in Końskie and Ostrowiec Świętokrzyski,
- a visit to a Gmina Information Centre,
- 2 information meetings with students of the Kielce University of Technology and the School of Economy and Administration in Kielce.

The EURES information meetings were mainly intended to promote EURES among beneficiaries by presenting information on the EU labour market, providing access to job vacancies and demonstrating the possibilities offered by the Commission's EURES website.

Furthermore, access was provided to information by establishing a regional EURES website for the Świętokrzyskie Voivodeship at www.wup.kielce.pl/eures.

Proper technical and spatial conditions were provided for access to EURES information by enabling the use of computer workstations in the Occupational Information and Career Planning and EURES Support Centre. Access was provided in the Poviats Labour Offices to EURES web resources.

Warmińsko-Mazurskie Voivodeship

Information was disseminated on job vacancies and all those interested were provided with all available information on working and living conditions in EEA states.

Information was provided during group and individual meetings with the staff of partner institutions on the opportunities offered by the EURES service.

The management staff of Voivodeship and Poviats Labour Offices and local authority staff were provided with wide-ranging information on EURES.

Meetings were also held with the Poviats Labour Offices in Olsztyn, during which EURES assistants received instruction on EURES.

Wielkopolskie Voivodeship

The staff of partner institutions have acquired the necessary knowledge on EURES and can now provide information to jobseekers.

Partnership cooperation was developed through frequent contacts and meetings with the staff of partner institutions, during which multimedia presentations were delivered (using CD-ROMs).

Promotional materials were provided to the Poviats Labour Offices for clients to read about EURES services.
On 18 March 2005, the EURES advisor participated in the International Job Fair in Gdańsk, where he distributed EURES promotional materials and provided interested parties with information on job vacancies and working conditions in the EEA states.

Beneficiaries of the activity:

Staff of the public employment services and partner organisations, unemployed, jobseekers, graduates and students.

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

Dolnośląskie Voivodeship

The basic objective of the meetings was achieved. The unemployed were provided with matter-of-fact information concerning the EURES network. The principles of the free movement of persons in the EEA were discussed while highlighting opportunities offered by the European labour market. A total of 269 persons participated in the 8 meetings.

A meeting for EURES assistants at a poviat level provided an opportunity to increase their knowledge on job engagement in Poland within the EURES network. Furthermore, a meeting for 26 EURES assistants from the Poviats Labour Offices provided them with knowledge on the routine issues dealt with on a daily basis by EURES assistants, as well as on international job agency services and self-employment in Germany and the Czech Republic. Information was also provided on the recognition of diplomas in the EU.

Kujawsko-Pomorskie Voivodeship

1. Communication was established and direct contact provided an opportunity for sharing opinions and discussing certain topics such as how to facilitate access for local communities to information on job vacancies and how to promote the EURES idea among these communities. EURES promotional materials were distributed to help achieve this objective.

2. Face-to-face sharing of opinions and judgements and discussing the prospects of further cooperation. A total of 36 persons participated in the seminar.

Lubelskie Voivodeship

Cooperation was established with a number of institutions identified as partners for the above activity. A total of 184 persons participated in the meetings.

Furthermore, the EURES advisor keeps in touch with these institutions, providing them with ongoing information and job vacancy postings by phone or by e-mail. The institutions participating in the meetings have exchanged contact details and established mutual cooperation. As well as streamlining the flow of information and job vacancy postings, this should considerably contribute to improving employee mobility.

Łódzkie Voivodeship

23 persons were beneficiaries of the EURES information disseminated during the meeting. It should, however, be noted that these were members of the "Working Together" Coalition for Vocational Activation, which means that the knowledge provided during the meeting will be disseminated to a wider range of persons interested in job mobility.

Małopolskie Voivodeship

A workshop was held with the staff of the voivodeship's Poviats Labour Offices as part of the activity and information materials on EURES services were distributed among labour market institutions.

Information on EURES was also disseminated during job fairs and career exchanges.

Recruitment events were organised for vacancies requiring a higher number of candidates, including presentations of employers and occupational guidance services.

Opolskie Voivodeship

The staff of the beneficiary institutions were provided with information on the functioning of the information exchange system on job vacancies, the recruitment process, the production and circulation of CVs.

The activities contributed to increasing the efficiency of the system for exchanging information among the Voivodeship Labour Office, the Poviats Labour Offices and the Gmina Information Centre.

Podkarpackie Voivodeship

The activity resulted in increasing the accessibility of EURES job vacancies for potential clients. The Rzeszów job fair attracted several hundred people (mainly senior year students) interested in taking up employment. In addition to receiving information on services and information materials, they were offered a hands-on opportunity to search the EURES database for job vacancies using an internet enabled computer.

Publication of information on recruitment events held during job fairs organised each month by the local supplement of the Gazeta Wyborcza daily provides an opportunity for increasing the scope of recruitment information. This method of advertising job vacancies is very popular among readers. The newspaper publishes a phone number of the EURES advisor, who is available for further information on recruitment events.

Podlaskie Voivodeship

Consultation and information meetings were organised:

in 12 Poviats Labour Offices – a total of 7 trips,

2 in the Gmina Information Centres,

3 in the Career Offices.

Meetings with EURES assistants provided an opportunity to agree future activities designed to promote EURES. The EURES staff are planning regular meetings with the unemployed and jobseekers.

Pomorskie Voivodeship

3 meetings with EURES assistants at a poviat level were held as part of the activity, including one 2-day meeting. The assistants received instruction on the functioning of, and opportunities for cooperation within, the EURES system, working and living conditions in the EU, and the coordination of EU social security systems. This knowledge is indispensable for the EURES staff.

Furthermore, 5 group meetings were held with the unemployed and seekers of foreign jobs with the aim of disseminating information on the functioning and capacities of the system to a wider audience.

A lecture was also held for secondary school students, who were provided with information on employment and further education opportunities in EEA states.

Śląskie Voivodeship

During the meetings, a total of 108 persons were provided with information on the functioning of the EURES network and how to navigate the EURES website. As the instruction was delivered to teachers from the Katowice poviat, it can be assumed that the information will be further disseminated to secondary school students, who will soon enter the labour market.

Cooperation was also established with the Gmina Information Centres of the Śląskie Voivodeship.

Świętokrzyskie Voivodeship

A total of 5 meetings were held:

- 3 meetings for 127 jobseekers/unemployed,
- 2 information meetings for 36 graduates and tertiary college students.

The participants of the above activities acquired knowledge on the working and living conditions in individual EU countries, the situation in local labour markets, employers' requirements for potential employees, job vacancies, and the rules for completion and preparation of application documents required as part of EU recruitment processes.

Materials promoting EURES as a job mobility network were prepared and distributed to the public employment services of the Świętokrzyskie Voivodeship.

Proper technical and spatial conditions were provided for access to EURES information by enabling the use of computer workstations in the Occupational Information and Career Planning and EURES Support Centre and

the access to EURES web resources in the poviats labour offices.

The website www.wup.kielce.pl/eures recorded 20,300 visits.

Warmińsko-Mazurskie Voivodeship

The Voivodeship Labour Office in Olsztyn provided information on EURES to ca. 6,100 clients.

Wielkopolskie Voivodeship

A total of 85 staff of partner institutions completed training on the functioning of the EURES network and on how to use EURES web resources.

35 parcels were sent to the Poviats Labour Offices and the branch of the Voivodeship Labour Office containing 7,000 information leaflets.

Necessary information on how to take up employment in a specific country and with a specific employer was provided to those interested during the Gdańsk Job Fair. In view of the popularity of employers' stands it was necessary to aid the employers in providing interested persons with information on employment opportunities and requirements.

Describe how activity has been evaluated:

Dolnośląskie Voivodeship

The beneficiaries of the activity evaluated the information disseminated to be useful in seeking foreign employment opportunities. At the end of the meeting, some of the participants filled out client satisfaction questionnaires, in which they expressed a degree of satisfaction with the opportunity to seek advice. Marketing materials were very popular, too.

Meetings with the Poviats Labour Offices increase chances for proper functioning of the EURES network in the voivodeship by providing knowledge necessary to perform tasks related to EU advisory and job agency services as well as an opportunity to establish closer cooperation.

Kujawsko-Pomorskie Voivodeship

In view of the fact that the visits to partners provided an opportunity to look closely at how they work and what steps they take to promote EURES services, the activity was positively assessed by both the EURES staff of the Toruń Voivodeship Labour Office and the beneficiaries. Significant improvement was noted in contacts with the Academic Career Offices and the Occupational Information and Career Planning Centres. It is these organisations that most frequently contact the office with request for new materials.

The meeting was positively assessed as demonstrated by attendance figures, with 36 of the 42 invitees attending the meeting.

Lubelskie Voivodeship

The beneficiaries of the promotional and information activities assessed the meetings to be needed and useful.

Łódzkie Voivodeship

The activity can be assessed as very good both on technical and business grounds. The EURES advisor and the EURES assistant provided the beneficiaries with clear and in-depth information on EURES.

Małopolskie Voivodeship

The activities were positively assessed by the beneficiaries. The activity was implemented mainly using funds of the Voivodeship Labour Office in Cracow.

Opolskie Voivodeship

The activity has long-term benefits. The gradual establishment of cooperation with a variety of institutions may contribute to increasing the awareness of EURES in society.

The involvement of partners in the information exchange system on job vacancies will provide jobseekers with a fast access to job postings. The more institutions cooperate in developing the EURES network, the more people will have a facilitated access to the information they need.

Podkarpackie Voivodeship

Stands at job fairs that were distributing information on EURES services enjoyed much popularity.

Owing to the increased scope of information achieved through publication of job vacancies in the press, the number of people has increased who apply for participation in recruitment events.

Podlaskie Voivodeship

The participants assessed the meetings to be very advisable. In particular, direct consultations with EURES powiat assistants were appreciated by the heads of the Powiat Labour Offices.

Pomorskie Voivodeship

The activity implemented among the unemployed and jobseekers was positively assessed judging from the results of a client satisfaction questionnaire survey and an increase in the volume of information provided by phone and e-mail contacts. Jobseekers found the EURES system to be a tested tool for searching job opportunities abroad.

Very high marks were given to the information meetings that were organised for EURES assistants at a powiat level in the first year of the operation of the EURES system in Poland.

Śląskie Voivodeship

The memos of the meetings attested by the EURES Line Manager and attendance lists of the meetings.

Świętokrzyskie Voivodeship

The evaluation of the website using effectiveness indices, such as the number of visits to the database, attendance lists of the meetings and a report from the EURES assistant.

Warmińsko-Mazurskie Voivodeship

The participants positively evaluated the information acquired during the meeting.

Wielkopolskie Voivodeship

The form of cooperation with partners has been suitably selected and is producing the intended results.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:

Dolnośląskie Voivodeship

Steps should be taken to maintain regular contact with persons interested in searching for employment opportunities abroad via the EURES network, evaluate the activities implemented and provide an increasing number of interested persons with up-to-date information concerning the access of Polish nationals to European labour markets. Furthermore, beneficiaries need a visible trace, such as a brief note, that would provide a summary of information disseminated at a meeting and an opportunity to contact EURES advisors with reference to such information.

During information meetings with EURES assistants from the Powiat Labour Offices, emphasis should be to develop group work and extend knowledge in the areas necessary to perform EURES responsibilities.

Kujawsko-Pomorskie Voivodeship

1. Due to the short time span of the activity (late delivery of funds under the EURES grant due to the recovery of deductions made by the Commission), the target number of visits to partners was not achieved. The selection of beneficiaries and the implementation method for the activity were correct.
2. The objective of the seminar was achieved. The meeting had a suitable agenda. Similar meetings are planned in the future to enhance cooperation.

Lubelskie Voivodeship

The meetings organised in December 2004 produced weaker results than anticipated due to the fact that they were held in the pre-Christmas period, which is a holiday season. We believe that this not a good time to organise such activities in view of high absenteeism (despite the invitees confirming their intent to attend the meeting) and reduced interest in the agenda discussed at the meeting. We are not planning to organise any similar activities at any such time in the future.

Łódzkie Voivodeship

The activity attracted much interest, forming the basis for the conclusion that high demand for knowledge on how to search for employment opportunities abroad exists among various social groups (unemployed, graduates, students, jobseekers).

Małopolskie Voivodeship

It may be concluded on the basis of lessons learned from the activity that a need exists for intensifying cooperation with labour market institutions. In particular, activities should be intensified that are related to the recruitment for job vacancies offered by EEA employers.

Opolskie Voivodeship

Steps should be taken to widen the circle of cooperating institutions so that the knowledge of the system's operation can be disseminated to a majority of people interested in taking up employment and learning about living conditions in EEA states. A major challenge will be provide necessary information to the staff of cooperating institutions for its further dissemination to clients.

Podkarpackie Voivodeship

Popularity of EURES services among young people provides evidence of the advisability of continuing to participate in events such as job fairs.

Podlaskie Voivodeship

In view of the high interest expressed by local communities in topics such as living and working conditions in EEA states and opportunities for access to the European labour market, there is a reasonable need to organise frequent meetings at a poviát level and widen the means of disseminating information by using multimedia devices.

Pomorskie Voivodeship

The activity brought to light the importance of cooperation between labour offices at poviát and voivodeship levels.

Śląskie Voivodeship

No refreshments were served during the meetings that lasted several hours as they were not budgeted for. This should be addressed when planning future meetings.

Świętokrzyskie Voivodeship

More attention should be paid to the promotional aspects of EURES activities, particularly at the poviát level.

Warmińsko-Mazurskie Voivodeship

Clients are increasingly better informed by the media on opportunities offered by EURES and the ongoing promotional campaign has been producing the anticipated effects. Clients expect very specific information about the countries in which they intend to take up employment.

Wielkopolskie Voivodeship

EURES training courses and information meetings have an effect of making information on EURES services available to wider audiences.

More emphasis should be placed in the future on informing students, who are potentially the largest mobile group.

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EURES guidelines 2004-2007 priority N°:	No. 2 - By 2005 all job vacancies advertised by the Public Employment Services to be accessible to jobseekers for consultation throughout the whole EU/EEA area, and effectively used to enhance recruitment and placement.
Name and N° of the activity:	<i>No. 5 - Seminar on the principles and objectives of the EURES activity for the staff of organisations and institutions with a large flow of potential EURES clients in Warsaw.</i>
Implementing body:	Voivodeship Labour Office in Warsaw
Partners:	Career Office of the Warsaw University
Date/Dates:	13 October 2004
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The activity was to be implemented by organising a one-day EURES seminar for ca. 150 staff of organisations and institutions involved in the employment agenda in the Mazowsze region. The seminar was intended to be one of the events contributing to the promotion of EURES in the region.</p> <p>Objective: With the knowledge acquired, staff of the organisations and institutions participating in the seminar will become an important source of EURES information for seekers of foreign jobs (i.e. their clients – students, graduates, unemployed and jobseekers).</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>A seminar on the European Job Mobility was held on 13 October 2004 in the Library of the Warsaw University.</p> <p>The seminar was opened by Ewa Kobierska-Maciuszko – Director of the Library of the Warsaw University, Prof. Marek Wąsowicz – Pro-Vice Chancellor of the Warsaw University, Tadeusz Jan Zajac – Director of the Voivodeship Labour Office in Warsaw and Ryszard Trybuł – a representative of the Ministry of National Defence (Personnel Reconversion Department).</p> <p>The following papers were delivered in the first part of the seminar: “Scientific and Occupational Mobility in Poland” by Ewa Giermanowska of the Warsaw University and “Recognition of Education and Professional Qualifications” by Olga Piekarska of the Ministry of National Education and Sport. At the end of the first part, Barbara Polańska-Siła, EURES Manager, outlined the principles of operation of the EURES system in Poland.</p> <p>The second part was dedicated to presentations from EURES advisors on living and working conditions in the UK (Helen Giles, JobCentre Plus), Ireland (Pat Gibney, FAS), Norway (Ragnhild Synstad, AETAT) and Sweden (David Cluer, Arbetsformedlingen).</p> <p>The seminar ended with a presentation on the activities of the Swedish Construction Workers’ Trade Union, which was delivered by its representative.</p> <p>The seminar participants were provided with materials, publications and brochures on EURES, including information on living and working conditions in four EEA states.</p> <p>A copy of the attendance list is enclosed in Appendix No. 4 .</p>	
Beneficiaries of the activity:	
Staff of academic career offices, gmina information centres, non-governmental organisations, labour offices (EURES staff), other persons.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
<p>The seminar was attended by a total of 140 staff of various organisations and institutions (national and foreign), who were familiarised with the principles of operation of the EURES system and the rules applicable to Polish nationals wishing to take up employment abroad.</p> <p>The information acquired by the staff is systematically disseminated to clients of the organisations and</p>	

institutions participating in the seminar. In this way, a wide range of potential EURES clients can be reached.

The EURES staff of the Mazowieckie Voivodeship participated in fairs, conferences and meetings dedicated to the EURES agenda that were organised by Warsaw-based Career Offices, including in the Warsaw School of Economy, the Warsaw Agricultural University, the Warsaw University, the Teacher School of the Polish Teachers' Association.

Job vacancies obtained by the Warsaw Voivodeship Labour Office within the framework of EURES were transmitted to the Career Offices.

The seminar contributed to promoting liaisons between the above-mentioned organisations and labour offices. One example of effective cooperation is provided by the Job Fair organised by the Career Office of the Polish University (*Wszelchnica Polska Szkoły Wyższej*) in April 2005 in the Palace of Culture and Science in Warsaw. Much attention was devoted to the EURES agenda during that event:

- 5 employers and EURES advisors from the UK were invited to participate;
- ca. 100 seekers of foreign jobs participated in two-day interview sessions with employers;
- EURES advisors delivered presentations on working and living conditions in the UK as part of supporting events. Two lectures were organised that were attended by ca. 80 persons;
- internet-enabled computer workstations (with access to the EURES website) were made available for jobseekers.

Describe how activity has been evaluated:

The activity appears to be positively evaluated. As well as contributing to the promotion of the EURES agenda, the seminar provided an opportunity to establish numerous contacts. Owing to this, the EURES agenda features in a variety of events organised in the Mazowsze region (conferences, fairs, meetings, lectures, etc.).

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:

The activity should be continued in the future in order to provide organisations and institutions with up-to-date EURES information. It is expected that similar meetings will be organised at least once a year and they will additionally serve the purpose of assessing the results of cooperation and identifying directions for future action.

The numerous questions from labour market partners and invitations for participation in a variety of events provide evidence of the popularity of the EURES agenda.

Appendices:

No. 4. - Copy of the attendance list of the seminar.

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EURES guidelines 2004-2007 priority N°:	No. 3 - Improve substantially the provision of information on all aspects of labour market mobility, including on the rights related to free movement of workers, and ensure the monitoring of obstacles to mobility with a view to their removal.
Name and N° of the activity:	<i>No. 6 - Development and translation into Polish of brief facts about living and working in the EEA states for the EURES staff.</i>
Implementing body:	Ministry of Economic Affairs and Labour
Partners:	N/A
Date/Dates:	August 2004 – March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The planned activity comprised developing materials about living and working in individual EEA states that would be adapted to the target readers in terms of content and language. Facts about each state were to be developed separately and, once they were complete, materials about all EEA states were to be translated into Polish.</p> <p>Copies of a complete information file in Polish were to be made and put in binders with the EURES logo. Each EURES advisor and EURES assistant at voivodeship and poviats levels was to be provided with the binder and a CD-ROM with the information in an electronic format.</p> <p>The information was planned to be posted on the national EURES website.</p> <p>Objective: Provide all EURES advisors and EURES assistants at voivodeship and poviats levels with a proper working tool. Provide seekers of foreign jobs with information on working and living conditions in EEA states to allow them to make informed decisions regarding relocation to another state.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>EEA states were divided among EURES advisors for the purpose of developing brief facts in Polish about living and working in all EEA states. Each state was to be described using a uniform pattern.</p> <p>27 fact files of ca. 25 pages each were developed using materials submitted by EURES advisors with the Ministry.</p> <p>As some of the materials received from EURES advisors were in foreign languages, they had to be translated into Polish.</p> <p>The fact files were edited to achieve consistency. To this end, a work-for-hire contract had to be signed for the final editing of the text (a copy is enclosed in Appendix No. 5).</p> <p>The electronic version of the fact files in Polish was posted in the “Working and living conditions in EEA states” section of the national EURES website.</p> <p>Due to the long time involved in implementing the activity, the material has not been published for inclusion in binders with the EURES logo. The graphic design of the binder was, however, developed. To this end, a work-for-hire contract was signed with a design specialist (a copy is enclosed in Appendix No. 6).</p> <p>The limited availability of internet access among Polish unemployed and jobseekers creates the need for print versions of the fact files to be supplied to all labour offices in Poland.</p> <p>400 binders with information on working and living conditions in EEA states (one for each voivodeship labour office and poviats labour office) will be published in the second half of 2005 in accordance with the Ministry’s Publishing Plan. Publishing costs will be covered from the Ministry’s funds.</p>	
Beneficiaries of the activity:	
EURES advisors, EURES assistants at voivodeship and poviats levels, jobseekers, unemployed and other persons interested in living and working conditions in EEA states.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected	

outputs have been reached, or explain why they have not been reached:

27 fact files developed in Polish and the graphic design of the binder. The description of each state runs to ca. 25 pages, which gives a total of ca. 675 pages of information materials.

The objective of the activity was achieved only with regard to jobseekers who have an internet access. The print versions of the fact files will be made available in labour offices in the second half of 2005 for use by clients with no internet access.

Describe how activity has been evaluated:

Considering that the material was posted on the national EURES website at the end of March 2005, there was no possibility of evaluating its usefulness for clients of labour offices.

Nevertheless, the following figures are available regarding the number of times the EURES staff provided advice on living and working conditions in EEA states:

- in the voivodeship labour offices – 25,043 times in the period from May 2004 till March 2005;
- in the poviat labour offices – 6,333 times in the first quarter of 2005.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:

The accurate development of brief facts in Polish about living and working in EEA states was a time-consuming process, particularly in an editing sense. The translation of texts into Polish took over a month as it was commissioned at a standard rate.

The availability of such information in Polish is very important for clients of Polish labour offices, a majority of whom do not know any foreign languages (and yet take a decision to look for employment abroad). By ensuring a better understanding of living and working conditions abroad, such information will be helpful in avoiding unpleasant situations.

Appendices:

No 5. - An outline of the facts on working and living conditions in EEA states.

No 6. – A copy of a work-for-hire contract for the development of materials about living and working conditions in EEA states, including a copy of a working timesheet.

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EURES guidelines 2004-2007 priority N°:	No. 3 - Improve substantially the provision of information on all aspects of labour market mobility, including on the rights related to free movement of workers, and ensure the monitoring of obstacles to mobility with a view to their removal.
Name and N° of the activity:	<i>No. 7 - Survey among applicants for foreign jobs taking part in large-scale EURES recruitment projects in Poland.</i>
Implementing body:	Voivodeship Labour Offices
Partners:	Poviat Labour Offices
Date/Dates:	4 th quarter of 2004 and 1 st quarter of 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The quality of services provided by EURES advisors and assistants is an important factor in implementing EURES activities. Therefore, a satisfaction survey was planned to be conducted among EURES clients concerning large-scale recruitment projects. The questionnaire-based survey was targeted at applicants for foreign jobs taking part in large-scale EURES recruitment projects.</p> <p>Objective: Examine the mobility and satisfaction of clients who are beneficiaries of EURES services provided by the Public Employment Services.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>A model client satisfaction questionnaire was developed (Appendix No. 7) for the purpose of conducting a survey among labour office clients taking part in EURES recruitment projects.</p> <p>The survey was conducted by EURES advisors in cooperation with EURES assistants from the Poviat Labour Offices. Results from each voivodeship were aggregated for the whole country, providing a basis on which a report was prepared by the EURES Line Manager from the Voivodeship Labour Office in Szczecin.</p> <p>The pilot survey covered 5,017 persons taking part in international recruitment projects organised by the EURES staff.</p> <p>A total of 3,281 questionnaires were returned, a figure that represents 65.4 % of questionnaires distributed. In view of the voluntary character of participation in the survey, this feedback ratio reflects a fairly high interest in the service and a willingness to share an opinion on the service received.</p> <p>The respondents were asked to give a general opinion on the EURES recruitment projects in which they took part. Of particular interest was the feedback concerning the sources and distribution of information on recruitment projects and the evaluation of recruitment projects.</p> <p>On a four-point rating scale, the respondents typically rated foreign recruitment projects as good (55%) or very good (32%). As few as 12% of the respondents assessed the recruitment projects to be very poor.</p> <p>In justifying the award of a high rating, the respondents cited friendly and reliable service, good organisation of the recruitment projects, and the availability and clarity of information on job vacancies. The positive assessments were largely underpinned by the availability of free agency services for foreign job placements and the belief that job advertisements were reliable. The respondents highly ranked the assistance from the EURES staff.</p> <p>The survey results demonstrated a positive feedback from the clients of Polish labour offices taking part in recruitment projects as well as highlighting areas that must be addressed when organising future recruitment projects. They also identified various methods of disseminating information on recruitment projects depending on the location.</p> <p>The survey is analysed in detail in a report in Appendix No. 8.</p>	
Beneficiaries of the activity:	
Applicants for jobs in EEA states.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected	

outputs have been reached, or explain why they have not been reached:

Development of a model client satisfaction questionnaire. A report was developed as part of the activity that analyses levels of client satisfaction with EURES services. A total of 5,017 persons were surveyed and a 65.4% return rate was achieved for the questionnaires.

Development of a survey report.

The report's findings demonstrate that the objective of the activity was achieved through learning the opinion of clients about EURES recruitment services.

Describe how activity has been evaluated:

The activity should be positively assessed as demonstrated by the report.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:

Difficulties were encountered during the implementation of the activity in coordinating the work on a model client satisfaction questionnaire. In the future, it would be advisable to organise a one or two-day meeting of a working group of EURES advisors and assistants that would be responsible for comprehensive development of the questionnaire. The activity was time-consuming and required the involvement of all EURES advisors and assistants in Poland. The frequency of such surveys should, therefore, be given consideration.

Appendix:

No. 7. - Model satisfaction questionnaire for clients of EURES recruitment services.

No. 8. - Report on the satisfaction survey of clients of EURES recruitment services.

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EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	<i>No. 8 - Creation and purchase of EURES marketing materials intended for employers.</i>
Implementing body:	Ministry of Economic Affairs and Labour, Labour Market Department
Partners:	N/A
Date/Dates:	August 2004 – March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The activity was to comprise developing a graphic design of EURES promotional materials intended for employers as well as producing and distributing these materials to EURES advisors and assistants based with voivodeship and poviats labour offices.</p> <p>Objective: Develop appropriate materials for promoting EURES services among employers and employers' organisations via all labour offices.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>A workshop was held for EURES advisors during one of the training courses to determine the type and nature of promotional materials to be developed for employers.</p> <p>The activity was implemented by developing a graphic design of the EURES leaflet intended for employers. To this end, a work-for-hire contract was signed with a design specialist (a copy is enclosed in Appendix No. 9).</p> <p>An order was then placed for production of leaflets intended for employers, cardboard folders, stickers with the EURES logo, A4 and A5 notebooks, cardboard pen holders and two types of pens.</p> <p>The Ministry's print shop distributed promotional materials to 16 voivodeship and 338 poviats employment offices. The materials were used in implementing the activity No. 11.</p> <p>In view of the substantial volume of promotional materials, it was necessary to reallocate ca. 2.574 % of funds from the activity No. 12, which was not implemented, to the activity No. 8 under the "Services" Heading.</p> <p>Copies of the majority of promotional materials are enclosed in Appendix No. 10.</p>	
Beneficiaries of the activity:	
Employers and employers' organisations.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
<p>The activity had the following deliverables:</p> <ul style="list-style-type: none"> - 682,000 EURES leaflets intended for employers, - 7,000 cardboard folders, - 4,000 sheets of stickers with the EURES logo, - 5,050 A4 notebooks with the EURES logo, - 5,050 A5 notebooks with the EURES logo, - 3,400 cardboard holders with the EURES logo, - 7,000 pens with the EURES logo. <p>The objective of the activity was achieved.</p>	
Describe how activity has been evaluated:	

The activity should be highly evaluated in view of professionally and aesthetically designed promotional materials for employers.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:

Promotional materials are an indispensable feature of the EURES marketing strategy. Taking into account the size of Poland's population and the number of potential EURES clients, it is necessary to produce sufficient volumes of such materials to enhance the attractiveness of contacts with Polish employers and their organisations.

Appendices:

No. 9. – Copy of a work-for-hire contract with a design specialist for the production of the EURES leaflet intended for employers, including a copy of a working timesheet.

No. 10. – Copies of promotional materials: EURES leaflet intended for employers, folder, sticker sheet, A4 and A5 notebooks, EURES cardboard holder, two types of pens.

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EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	<i>No. 9 - Making the "Balance of Skills" of job applicants from the Kujawsko-Pomorskie Region for foreign employers from selected EEA states, for selected professions and jobs – pilot project.</i>
Implementing body:	Voivodeship Labour Office in Toruń
Partners:	N/A
Date/Dates:	N/A
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The activity assumed the implementation of a "Balance of Skills" pilot project with a view to establishing a database of job applicants from the Kujawsko-Pomorskie Voivodeship that would be arranged by professions and jobs, taking into account skills required by foreign employers.</p> <p>Objective: Establish a database of job applicants from the Kujawsko-Pomorskie Voivodeship that would enable fast selection of candidates complying with the requirements of employers from EEA states.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
The pilot project was not implemented due to staff shortages in the Voivodeship Labour Office in Toruń.	
Beneficiaries of the activity:	
N/A	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
N/A	
Describe how activity has been evaluated:	
N/A	
Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:	
N/A	

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EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	<i>No. 10 - Electronic data base of active seekers of foreign jobs – pilot project.</i>
Implementing body:	Ministry of Economic Affairs and Labour
Partners:	N/A
Date/Dates:	4 th quarter of 2004
Short description of the planned activity including the objectives (as per grant agreement):	
<p>An electronic database of active seekers of foreign jobs was to be established as part of the activity for the inhabitants of the Małopolskie Voivodeship. The database was to provide fast access to CVs of job candidates. It was intended as a working tool to be used by the EURES staff of the Voivodeship Labour Office in Cracow while conducting EURES recruitment projects for EEA employers.</p> <p>Objective: Establish an electronic database of active seekers of foreign jobs to support efficient implementation of EURES tasks.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>The attractiveness of the idea underlying the electronic database project led to a decision that the database would be developed by the Ministry and made available for use throughout Poland. The name of the database is “Database of candidates for jobs in EEA states”.</p> <p>For implementation of the activity, a standard form (Appendix No. 11.) was developed and a work-for-hire contract was signed with an IT specialist (Appendix No. 12).</p> <p>The work on the prototype database was completed in December 2004. The database was to be added to the national EURES website as a self-service tool for seekers of foreign jobs. Clients would receive a login name and password. EURES advisors and assistants in the Voivodeship Labour Offices would be able to promptly search the database for candidates complying with the requirements of EEA employers in response to the recruitment expectations of employers.</p> <p>The database of seekers of jobs in EEA states differs from the CV-Search database available on the Commission’s EURES website in that it contains a number of elements that do not feature in the standard CV.</p> <p>While a prototype database was developed, the database itself was not launched due to legal complexities of personal data protection and IT safeguards. The duration and complexity of procedures for registration of the database with the General Inspectorate for Personal Data Protection precluded the possibility of obtaining a registration permit by the end of March 2005.</p> <p>Efforts will resumed in the second half of 2005 to register the database.</p>	
Beneficiaries of the activity:	
Ultimately EEA employers.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
A prototype of “Database of candidates for jobs in EEA states” was developed. The objective was achieved partially due to Polish personal data protection regulations and the requirement to complete a lengthy database registration procedure.	
Describe how activity has been evaluated:	
N/A	
Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?:	
The complexity of Polish registration procedures in the area of personal data protection was found to be an obstacle in implementing the activity. In the future, it would be advisable to sign a work-for-hire contract with	

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a specialist who would handle all the registration procedures with the General Inspectorate for Personal Data Protection.

Appendices:

No. 11. - A standard form for “Database of candidates for jobs in EEA states”.

No. 12. - A copy of a work-for-hire contract with an IT specialist for the development of an electronic “Database of candidates for jobs in EEA states”, including a copy of a working timesheet.

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EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	No. 11 - Promotion of EURES among employers.
Implementing body:	Voivodeship Labour Offices
Partners:	Employers, Employers' Organisations, Unions and Associations, Business Centres, Craft Chambers, Regional Development Agencies
Date/Dates:	May 2004 - March 2005
<p>Short description of the planned activity including the objectives (as per grant agreement):</p> <p>The activities planned as part of the promotion of EURES services among employers were to comprise the establishment of cooperation with employers' organisations and individual employers with a view to conducting an information campaign among Polish employers.</p> <p>The activity was to be implemented through:</p> <ul style="list-style-type: none"> - seminars; - information meetings for employers' organisations and individual employers; - distribution of promotional materials; - phone contacts and correspondence; - participation in job fairs and exchanges. <p>It was estimated that a total of 25 seminars, 100 information meetings and 4,900 correspondence contacts would be held with employers with a view to promoting EURES services.</p> <p>Objective: Promote EURES services among employers and employers' organisations via all labour offices. Provide employers with the proper knowledge of the opportunities offered by EURES and establish the image of EURES as a mobility promoting institution.</p>	
<p>Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:</p> <p><u>Dolnośląskie Voivodeship</u></p> <p>In implementing the activity, 40 employers were provided with information and advertising materials on the EURES network.</p> <p>Each of these employers received a letter of invitation to cooperate in promoting job mobility. They were also provided with address details of contact persons, i.e. EURES Advisor and EURES Assistant.</p> <p>Cooperation was established with the Enterprise Support Centre Foundation, an institution providing information and consulting services for small and medium businesses and support and guidance for individuals thinking of starting a business. In this connection, the EURES staff participated in the conference "Moja firma w UE" (<i>My business in the EU</i>).</p> <p><u>Lubelskie Voivodeship</u></p> <p>An information campaign in the voivodeship commenced with the establishment of cooperation with employers' organisations from the Lublin region. Furthermore, EURES Assistants at a poviat level conducted local studies, compiled employers' lists and established contact with selected employers. The subsequent phase consisted of information meetings with employers designed to familiarise them with the operation, capabilities and services of the EURES network.</p> <p><u>Lubuskie Voivodeship</u></p> <p>Information materials were mailed to employers to familiarise them with EURES services.</p> <p><u>Małopolskie Voivodeship</u></p> <ol style="list-style-type: none"> 1. The Voivodeship Labour Office in Cracow organised two meetings for the EURES staff from the Voivodeship Labour Office and selected Poviat Labour Offices. The meetings were attended by employers 	

from the UK and the Czech Republic, who were interested in establishing a long-term cooperation with EURES in the Małopolska region for recruitment of Polish employees.

One of the employers was Kappa People a.s., a Czech temporary job agency that provides services to major Czech companies seeking to employ a large number of people in positions that do not require the knowledge of the Czech language or any special qualifications. In the situation where the knowledge of a foreign language is a basic requirement for applicants for foreign vacancies available on the Małopolska market, cooperation with the Czech employer opens up employment opportunities for the unemployed with no command of a foreign language.

The value added of cooperation with the UK company comprises the organisation of and payment for occupational health and safety courses and the care provided to construction industry employees.

2. The Voivodeship Labour Office distributed EURES promotional materials among the voivodeship's employers.

Mazowieckie Voivodeship

EURES promotional materials were distributed to 250 employers selected from among leading domestic and international companies with a potential interest in employing EEA nationals. These are companies operating in the following industries: finance and banking, trade and sales, engineering and technology, marketing and management, medicine and pharmacy, law and consulting, telecommunications and IT, transport and logistics.

Podkarpackie Voivodeship

The following was implemented as part of the activity:

1. A regional EURES leaflet was developed and produced (6,000 copies). In addition to information on services offered by the EURES network, the leaflet contains contact details of the EURES Advisor and EURES Powiat Assistants from the Podkarpackie Voivodeship. Employers and employers' organisations are thus provided with an opportunity to contact both the EURES Advisor and EURES Assistants at a powiat level. The information leaflet was distributed to employers, employers' organisations and associations and regional development agencies throughout the Podkarpackie Voivodeship.
2. 4 information meetings were held with employers' representatives in the Voivodeship Labour Office in Rzeszów and in its Branch Offices in Krosno, Przemyśl and Tarnobrzeg. The meetings were attended by representatives of employers' organisations and associations.

Podlaskie Voivodeship

The activity consisted of:

- drafting and mailing letters of intent to employers' organisations from the Podlaskie Voivodeship;
- mailing marketing materials;
- establishing cooperation with active job agents from the Powiat Labour Office in Białystok, which led to the distribution of EURES leaflets and promotional materials to local entrepreneurs.

Pomorskie Voivodeship

The activity consisted of:

- disseminating EURES information materials and participating in events organised by labour market partners with a view to promoting EURES;
- effective communicating and developing a communication path with the EURES staff in the Pomorskie Voivodeship, which contributed to increasing transnational recruitment.

Śląskie Voivodeship

In cooperation with the Business Promotion Office of the Voivodeship Labour Office in Katowice, a meeting was organised on 18 February 2005 to promote the EURES network among employers and individuals thinking of starting a business. A total of 10 individuals participated in the meeting.

A seminar was held on 15 March 2005 for employers and employers' organisations that was dedicated to presenting the EURES network and conditions for employing EU nationals in Poland. A total of 18 individuals participated in the meeting.

Invitations to participate in the above-mentioned meetings were distributed to companies, enterprises and employers' associations and organisations from the Katowice district. Information about the meetings was also published on the website of the Katowice Voivodeship Labour Office and in the local press.

Promotional materials on the EURES network were also mailed to 87 employers and 9 employers' organisations.

Świętokrzyskie Voivodeship

2 meetings entitled "EURES – wyzwania i rzeczywistość polskiego i europejskiego rynku pracy" (*EURES – the challenges and reality of Polish and European labour markets*) were organised for job agents responsible for liaising with employers in the Poviats Labour Offices in Ostrowiec Świętokrzyski and Busko Zdrój.

The meetings with job agents were designed to promote EURES through presentations on the functioning of the EURES network and the EU labour market and consultations on how to streamline the operation of the EURES network in the voivodeship.

Distribution and mailing of promotional materials were other means of promoting the EURES network among employers and employers' organisations.

Warmińsko-Mazurskie Voivodeship

3 large-scale campaigns were launched to promote EURES among employers. EURES information was also disseminated during job fairs organised by the voivodeship's tertiary education establishments.

Wielkopolskie Voivodeship

An attempt was made to organise a meeting with employers, but it was unsuccessful due to the limited interest in employing foreigners and hence in EURES services. In view of the above, the promotion of EURES was limited to mailing marketing materials to the voivodeship's employers.

An order was placed for promotional materials intended for employers, such as pens with the EURES logo and visiting cards.

Zachodniopomorskie Voivodeship

1. Information materials on services available through the EURES network, including cover letters, were mailed to 936 of the voivodeship's biggest employers.
2. 3 seminar meetings were organised for employers under the title "EURES – nowa jakość w pośrednictwie pracy" (*EURES – a new quality in job agency services*) that were designed to disseminate information on EURES services. The first meeting was held in Kołobrzeg on 25 February 2005, the second in Koszalin on 15 March 2005 and the third in Szczecin on 30 March 2005. Invitations were mailed to 125 of the region's major employers. An invitation to attend the Szczecin seminar was also sent to Dom Gospodarki (*House of the Economy*), an institution supporting the development of enterprise and cross-border economic cooperation between Polish and German businesses. A total of 12 individuals participated in the Szczecin seminar while the seminars in Kołobrzeg and Koszalin were attended by, respectively, 7 and 11 employers.
3. In cooperation with the voivodeship's Poviats Labour Offices, a total of 19 meetings were held with employers concerning the organisation of the EURES network and how to use international job agency services.

Beneficiaries of the activity:

Employers and employers' organisations.

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

The objectives of the activity were achieved as intended.

Dolnośląskie Voivodeship

Cooperation was established with 40 of the employers who had been invited to cooperate. The employers were provided with comprehensive information on our readiness to undertake joint projects designed to improve job mobility.

The increasing frequency of calls from Polish employers interested in hiring employees from EEA states is the

tangible outcome of activities undertaken by the EURES staff.

Lubelskie Voivodeship

A total of 4 meetings were organised independently or in cooperation with other institutions in Lublin, Biała Podlaska, Chełm and Zamość. A total of 195 individuals participated in the meetings.

At the end of each meeting, address details were collected of employers who expressed their interest in using EURES services either then or in the future. The above activity helped develop an awareness of EURES among the voivodeship's employers. All invitees were provided with detailed information about the opportunities offered by the network to employers.

Furthermore, the EURES staff gave presentations on services intended for employers during the Economic Forum, an event to which they were invited by the Lublin Development Foundation. A total of about 120 individuals from the Lubelskie Voivodeship participated in the meetings.

Furthermore, up-to-date information is provided to employers by electronic mail (using contact details received from employers) concerning changes in labour law and the social security system and any other changes related to the labour market.

Lubuskie Voivodeship

A total of 62 packets of information materials concerning the operation and use of EURES in the recruitment process were mailed to employers.

Małopolskie Voivodeship

A regional EURES leaflet was produced (1,500 copies) and sets of EURES promotional materials were distributed to about 200 employers.

Mazowieckie Voivodeship

A total of 250 employers from the Mazowieckie Voivodeship were provided with information about the functioning of the EURES network.

Podkarpackie Voivodeship

100 packets of regional EURES leaflets and other materials promoting the EURES network were mailed to the voivodeship's employers, employers' organisations and associations, and regional development agencies. Cover letters were mailed together with the information materials to explain the purpose of the cooperation.

Opportunities offered by EURES to employers were presented during 4 information meetings.

Podlaskie Voivodeship

The activities implemented resulted in promoting EURES services among local entrepreneurs. A letter of intent was mailed to 12 employers' organisations. EURES leaflets and promotional materials intended for employers were distributed to a group of 423 local entrepreneurs.

However, in view of high unemployment in Poland and the availability of local workforce in a variety of professions, employers are not currently interested in employing EEA nationals.

Pomorskie Voivodeship

EURES information materials were distributed to 90 employers.

Śląskie Voivodeship

The interest showed by employers was lower than expected, with as few as 28 individuals participating in the two meetings.

Świętokrzyskie Voivodeship

A total of 20 individuals participated in the meetings organised at the premises of two Powiat Labour Offices.

EURES promotional materials were mailed to 20 employers and employers' organisations.

Warmińsko-Mazurskie Voivodeship

The 3 meetings that were organised were attended by about 150 individuals. Promotional materials were distributed and contacts were established with employers from the following 4 poviats: Olsztyn, Elbląg, Elk

and Olecko.

Wielkopolskie Voivodeship

One of the reasons for non-achievement of the intended results was the lack of interest among the region's employers in employing foreign nationals, and hence in using EURES services. This is primarily the effect of the high cost of employing foreign nationals and the high supply of local workforce. In this situation, the best solution is to mail information to employers.

An order was placed for 1,000 pens and 1 pack of visiting cards.

Zachodniopomorskie Voivodeship

The following was implemented as part of the activities:

- 1,333 employers from the Zachodniopomorskie Voivodeship were provided with information on the specificity, operation and services of the EURES network;
- EURES information materials, including cover letters, were mailed to 963 enterprises;
- invitations to participate in the seminar "EURES – a new quality in job agency services", including promotional materials, were distributed to 125 enterprises from Koszalin, Kołobrzeg and Szczecin. A total of 30 employers took part in the seminar meetings in Kołobrzeg, Koszalin and Szczecin.

A total of 240 individuals participated in the meetings organised for employers in the Poviats Labour Offices. Employers showed moderate interest in the meetings dedicated to EURES.

A total of 270 employers participated in the meetings and seminars.

Describe how activity has been evaluated:

Dolnośląskie Voivodeship

The activities were evaluated to be very useful in developing relations with employers.

Lubelskie Voivodeship

The meetings dedicated to EURES were assessed to be useful by participating employers. This assessment concerns, however, only the information value of the activity. High unemployment, coupled with the availability of local professionals in all fields, means that employers are not at present motivated to fill vacancies with foreign employees.

Lubuskie Voivodeship

A register was set up to keep track of packets of promotional materials mailed.

Małopolskie Voivodeship

The following was developed:

- information on the meetings with employers;
- a quantitative register of marketing materials distributed to the voivodeship's employers and employers' organisations.

Mazowieckie Voivodeship

The activity cannot be thoroughly evaluated due to the fact that materials were distributed in the first quarter of 2005.

Podkarpackie Voivodeship

The activity was positively evaluated.

Podlaskie Voivodeship

The activities undertaken are believed to be conducive to transnational recruitment in the future. As well as familiarising employers with new opportunities for acquiring professional workforce, the promotion of EURES services helped expand their knowledge of transnational recruitment by providing them with information on how to recruit employees from other EEA countries.

Pomorskie Voivodeship

The activity received a very good assessment.

Śląskie Voivodeship

The memos of the meetings and attendance lists of the participants were produced and were attested by the EURES Line Manager.

Świętokrzyskie Voivodeship

A questionnaire survey was conducted among meeting participants. The questionnaire comprised 9 questions concerning satisfaction with the agenda of the meeting, teaching aids, venue, expectations regarding issues raised at the meeting, and how the meeting was run.

Attendance lists and meeting reports were produced.

Warmińsko-Mazurskie Voivodeship

The promotional campaign was fairly modest initially, gaining momentum in the first quarter of 2005 with the emergence of the possibility to distribute materials and inform employers about the option of placing job vacancies in the EURES database. This was due to the fact that the possibility of advertising job vacancies via the Web Services became available for Polish employers as late as January 2005.

Wielkopolskie Voivodeship

Information was received on the lack of interest in employing foreign nationals. For this reason, EURES services will not, for now, attract interest from this client group. Nevertheless, EURES information should be distributed to employers to provide them with information on whom to contact for assistance in employing foreign nationals in the future.

Zachodniopomorskie Voivodeship

The intended objectives of the activity were achieved. Through meetings and information materials, employers were familiarised with the concept and opportunities of EURES. In consequence, many employers declared their intent to cooperate in transnational recruitment projects in the future.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

Dolnośląskie Voivodeship

To disseminate information on EURES services, it is necessary to participate in meetings and conferences organised by employers.

Lubelskie Voivodeship

The activity implemented to date has demonstrated that, for now, employers have very little interest in EURES services. While assessing EURES services to be interesting, employers believe they are not really suited to the reality of the Polish labour market.

Lubuskie Voivodeship

In the future, it would be advisable to distribute information to other beneficiaries as well, such as the Regional Development Agency and the Association of Employers of the Lubuska Land.

Małopolskie Voivodeship

None

Mazowieckie Voivodeship

The activity should be continued in the future in order to provide EURES information to other employers having a potential interest in EURES services.

Queries have started to be received from employers (mainly by phone) concerning the use of EURES for recruitment purposes.

Podkarpackie Voivodeship

To effectively promote EURES services among employers it is necessary, in addition to mailing information

and promotional materials, to organise information meetings at the premises of employers' associations and organisations for detailed explanation of how to use the EURES network.

Podlaskie Voivodeship

A reasonable need exists to organise face-to-face meetings with individual employers for more detailed presentation of EURES services intended for employers and recruitment processes and methods designed to fulfil an employer's expectations.

Pomorskie Voivodeship

The activity has proven its worth and hence will be continued in the future.

Śląskie Voivodeship

To ensure attendance, meetings should be organised on the occasion of large-scale events attracting employers, such as job fairs or meetings of employers' organisations.

Świętokrzyskie Voivodeship

Employers are not very open to cooperation. Individual talks held with employers demonstrate that they need more time to develop a position on, and confidence in, the opportunities arising from participation in the EURES network. Given these conditions, it is necessary to distribute information to employers' organisations.

Warmińsko-Mazurskie Voivodeship

The activity should be continued. However, business organisations and administrative bodies such as powiat administration offices (*starostwo powiatowe*) should be more involved in organising meetings.

Wielkopolskie Voivodeship

It is evident from contacts with employers that there is little interest in employing foreign nationals, and hence in using EURES services. An approach to this client group should, therefore, be reoriented. Instead of organising meetings with employers, collective information should be provided concerning the opportunities offered by EURES and, if necessary, individual contacts should later be established with interested parties.

Zachodniopomorskie Voivodeship

Given the difficult situation of the labour market and high unemployment, not all employers are interesting in recruiting foreign nationals. For this reason, beneficiaries should be carefully selected. For instance, these can be enterprises investing or planning to invest outside Poland, and thus potentially interested in services offered within the EURES network.

Annual report – Final report - detailed description of EURES activities in POLAND
within May 2004 – March 2005 (part II) – Enclosure 1.2
Ministry of Economic Affairs and Labour
Labour Market Department

EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	<i>No. 12 - "Recruitment Days" for Dutch employers in Poland.</i>
Implementing body:	N/A
Partners:	Public Employment Services in the Netherlands (CWI)
Date/Dates:	N/A
Short description of the planned activity including the objectives (as per grant agreement):	
<p>As part of the activity, Recruitment Days were to be held for Dutch employers based on the demand identified in the Netherlands for workers in areas such as hotel and tourism services, agriculture, construction and health care.</p> <p>Objective: Effectively conduct transnational recruitment through the EURES network. Assist Dutch employers in addressing staff shortages.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>The activity was not implemented due to the lack of interest from Dutch employers. It should, however, be emphasised that attempts were made to establish cooperation. The EURES staff of the Voivodeship Labour Office in Łódź participated in a meeting organised in Poland with representatives of ZLTO (<i>Zuidelijke Land- en Tuinbouworganisatie</i>), a Dutch farmers' union. The EURES Manager from the Netherlands liaised with the above-mentioned organisation for finalising the recruitment project. Yet despite the involvement of EURES, ZLTO did not decide to start recruiting Polish workers.</p> <p>As some funds were left uncommitted under the activity No. 12, part of the funds was reallocated to the "Services" Heading of the activity No. 8. The reallocation represented 2.5743 % of the amount under the "Services" Heading of the activity No. 8.</p>	
Beneficiaries of the activity:	
N/A	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
N/A.	
Describe how activity has been evaluated:	
N/A.	
Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?	
<p>Cooperation with some employers requires time and a suitable approach. Yet even if a suitable strategy is used there are cases where, for some reason, an employer decides not to cooperate with Public Employment Services.</p>	

Annual report – Final report - detailed description of EURES activities in POLAND
within May 2004 – March 2005 (part II) – Enclosure 1.2
Ministry of Economic Affairs and Labour
Labour Market Department

EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	<i>No. 13 - "Recruitment Fairs" for Irish employers in Poland.</i>
Implementing body:	<ol style="list-style-type: none"> 1. Voivodeship Labour Office in Zielona Góra 2. Voivodeship Labour Office in Poznań 3. Voivodeship Labour Office in Poznań 4. Voivodeship Labour Office in Łódź 5. Voivodeship Labour Office in Poznań 6. Voivodeship Labour Office in Szczecin 7. Ministry of Economic Affairs and Labour, Labour Market Department
Partners:	<p>EURES, FAS Ireland</p> <p>Department for Employment and Learning, Northern Ireland</p> <p>EURES Assistants from the Poviats Labour Offices</p>
Date/Dates:	<ol style="list-style-type: none"> 1. 22-24 July 2004 2. 17-19 August 2004 3. 10-11 January 2005 4. 9-10 December 2004 and 18-24 February 2005 5. 21-24 February 2005 6. 13-16 March 2005 7. 10-11 March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>2 two-day recruitment fairs were planned to be organised for Irish employers seeking to recruit employees in Poland. In preparations for each fair, plans were made for a visit of a EURES Advisor to Ireland to discuss details of the recruitment project with the Irish EURES staff and employers. The recruitment and selection processes were planned to be organised in cooperation with EURES Advisors from Ireland. The recruitment process was to end with job interviews being held in a selected city in Poland.</p> <p>Each recruitment event was to be accompanied by information on working and living conditions in Ireland.</p> <p>Following completion of the two recruitment projects, a meeting was to be held in Poland for summary and evaluation of results.</p> <p>Objective: Effectively conduct transnational recruitment projects through the EURES network. Assist Irish employers in addressing staff shortages.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>To address the much higher than expected demand from Irish employers for Polish workers, 6 recruitment days (instead of 2 recruitment fairs) and one evaluation meeting were held. The budget was not exceeded despite the higher than planned number of recruitment projects. About 42% of the budget of the activity was used.</p> <p>Individual recruitment projects are described below.</p> <p><u>Recruitment Project No. 1</u></p> <p>Recruitment days were held on 22-24 July 2004 in Zielona Góra for the Brindley Manor Federation of Nursing Homes for the following jobs: construction workers, nurses, assistant nurses, cleaners and kitchen assistants. The employer intended to employ 50 construction workers and 21 individuals for work in nursing homes for</p>	

elderly people.

As soon as job vacancies were received, they were disseminated throughout the Lubuskie Voivodeship via Poviats Labour Offices. A total of 300 CVs were collected from job candidates and transmitted to the employer.

The employer's representatives and the EURES Advisor from Ireland were brought from the airport in Berlin to Zielona Góra to carry out job interviews.

An adequate number of rooms was provided for interviews. The employer selected a total of 61 individuals following the interviews.

Following completion of the interviews, the employer and the EURES Advisor from Ireland were driven back to the Berlin airport.

Recruitment Project No. 2

Recruitment days were held on 17-19 August 2004 in Poznań for 4 employers from the meat processing industry, namely Donegal Meat Processors from Ireland and Northern Ireland. The recruitment project covered 5 neighbouring voivodeships. The employers were interested in employing a total of 95 individuals in the following professions: abattoir worker, meat processing operator and meat handler/cutter.

As soon as job vacancies were received, they were disseminated in the local press and through 5 Voivodeship Labour Offices and the Poviats Labour Offices from the voivodeships covered by the recruitment project. A sufficient number of CVs was received and candidates were pre-selected, as a result of which the employer was provided with 323 job applications.

Subsequently, the employers and EURES Advisors from Ireland and Northern Ireland came to Poland to carry out job interviews.

Large enough premises were leased and English translation services were provided for interviews.

Information materials on working and living conditions in Ireland and Northern Ireland were distributed to candidates during the recruitment project.

Furthermore, the EURES Advisor from Zielona Góra was delegated to assist the Poznań-based EURES staff in managing the two-day recruitment project.

The employers selected a total of 80 individuals following the interviews. A substitute list was also produced in case the individuals selected by the employer resigned from employment in Ireland.

Recruitment Project No. 3

Recruitment days were held on 10-11 January 2005 in Poznań for 4 employers from the meat processing industry, namely Donegal Meat Processors from Ireland and Northern Ireland. The employers were interested in employing a total of 60 individuals in the following professions: abattoir worker, meat processing operator and meat handler/cutter.

As soon as job vacancies were received, they were disseminated in the local press and through the Voivodeship Labour Office and the Poviats Labour Offices from the Wielkopolskie Voivodeship. A sufficient number of CVs was received and candidates were pre-selected, as a result of which the employer was provided with 108 job applications.

Subsequently, the employers and the EURES Advisors from Ireland and Northern Ireland came to Poland to carry out job interviews.

Large enough premises were leased and English translation services were provided for interviews.

Information materials on working and living conditions in Ireland and Northern Ireland were distributed to candidates during the recruitment project.

The employers employed a total of 39 individuals following the interviews.

Recruitment Project No. 4

A recruitment project was conducted on 9-10 December 2004 in Łódź for McAvoy Group Limited, a Northern Ireland company based in Dungannon. The employer offered 12 job vacancies for welders and carpenters. The recruitment project covered the whole territory of Poland.

Following the selection of candidate welders and carpenters in the Voivodeship Labour Office in Łódź,

interviews were held at the dates indicated above, during which the employers offered to employ and sign a contract with 12 candidates.

As the employers decided to employ candidates with high professional qualifications, but poor command of English, Ms Anna Dobek, a EURES candidate advisor, visited the company's headquarters in Northern Ireland on 18-24 February 2005 to assist the candidates selected following the Łódź recruitment project in completing employment formalities.

Photos from the Łódź recruitment project are contained in Appendix No. 13.

Recruitment Project No. 5

With a view to making preparations for another recruitment project for two employers from, respectively, Ireland (McEniff Hotels) and Northern Ireland (Hillcrest Glass), Mr Tomasz Dobraczyński, the EURES Advisor based with the Voivodeship Labour Office in Poznań, went to Ireland to meet the employers interested in recruiting Polish workers.

The employers were interested in recruiting employees for the following positions: chambermaid, night watchman, receptionist, kitchen assistant, glazier, workshop carpenter and construction worker (finishing works). During his stay in Ireland the EURES Advisor also had an opportunity to check the working and housing conditions offered to job candidates and discuss job requirements.

After his return to Poland, the Voivodeship Labour Office in Poznań received 7 offers from Irish employers for a total of 39 jobs. Recruitment and selection processes were conducted following which the employers were provided with 257 CVs.

As a result of the Poznań recruitment project, 26 individuals have been employed while the further 10 individuals are awaiting the final decision on whether or not they will be employed (they have signed preliminary contracts – the situation as of the end of April 2005).

Recruitment Project No. 6

With a view to making preparations for a recruitment project for the Dublin-based employer RETRONIX, Ms Kamila Węglicka, a EURES candidate advisor from the Voivodeship Labour Office in Szczecin, visited Ireland on 13-16 March 2005.

The aim of the visit was to agree details of the recruitment project with the employer's representatives, take acquaintance of working conditions and agree the dates and conditions of recruitment.

The recruitment was for the following three positions: production technician, production engineer and equipment maintenance technician. In view of the high number of vacancies (160 for production technicians, 10 for production engineers and 20 for equipment maintenance technicians), the recruitment process was planned to be conducted over a period of several months.

The recruitment project covered the whole territory of Poland. Applications were received from a total of 1,093 candidates fulfilling the employer's requirements.

The first round of interviews with RETRONIX's representatives was held on 18-21 April 2005 in Szczecin for 120 candidates for the job of production technician. The employer eventually selected 54 candidates. All of candidates' documents were handed over to the employer. Subsequent rounds of interviews are due to be held in the coming months.

Evaluation meeting

Representatives of FAS – Irish employment authority and the Irish EURES staff visited Warsaw on 10-11 March 2005 for evaluation of the joint Polish-Irish recruitment projects undertaken within the EURES network.

On the first day, the Irish delegates had an opportunity to familiarise themselves with the activities of the Polish public employment services, the situation in the Polish labour market, main services provided by the Polish labour offices, including EURES services, recruitment projects implemented within the EURES network for Irish employers and lessons learned from these projects.

On the second day, the Irish delegates had a meeting with the management of the Voivodeship Labour Office in Warsaw and visited the job fair held at the time in Warsaw. Proposals for further cooperation with Ireland within the EURES framework were put forward during the meeting.

The visiting programme of the Irish delegates is contained in Appendix No. 14. The attendance list of the

meeting of 10-11 March 2005 is contained in Appendix No. 15.

Beneficiaries of the activity:

Employers from Ireland and Northern Ireland.

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

1. Offers were received for 50 jobs in the construction industry and 21 jobs in nursing homes. A total of 300 CVs from job candidates were handed over to the employer. The employer employed a total of 61 individuals following the interviews.
2. Offers for 95 jobs were received. A total of 323 CVs from job candidates were handed over to the employer. The employer employed a total of 80 individuals following the interviews.
3. Offers were received for 60 jobs. A total of 108 CVs from job candidates were handed over to the employer. The employer employed a total of 39 individuals following the interviews.
4. Suitable job candidates were selected during the meeting with the Irish employer in Poland on 9-10 December 2004. This is an initial deliverable of the activity. 12 Polish nationals (6 welders and 6 carpenters) were employed by the Northern Ireland company McAvoy in February 2005, which was the main objective of the recruitment process. Furthermore, difficulties faced by employees who do not know the local language in completing employment formalities were minimised thanks to a visit of the EURES candidate advisor in the capacity of interpreter.
5. Offers were received for 39 jobs. A total of 257 CVs from job candidates were handed over to the employers. The employers decided to employ 26 individuals while the further 10 individuals are awaiting employment (situation as of the end of April 2005).
6. Within the span of two weeks, applications were accepted from 1,093 candidates fulfilling the employer's requirements, including 774 candidates from the Zachodniopomorskie Voivodeship. The employer intends to employ 190 individuals. The recruitment project will, however, be spread over a period of several months. Groups of 12 candidates each will be leaving for work in the factory once every two weeks. Following the first round of interviews, in which participated 120 candidates, the employer selected 54 individuals for work in Ireland. The first group of 12 individuals left on 26 May 2005. Further interviews are to be held in the coming months.
7. 12 representatives of FAS, including EURES, visited Warsaw. The completed recruitment projects were summarised and the difficulties and problems encountered in their implementation were discussed. The intended objective of the meeting was thus achieved. The Irish delegates had an opportunity to identify the areas in which they could assist Polish nationals migrating to Ireland for work. This is very important for the Irish party itself, considering the high ratio of Polish nationals coming to Ireland in search for employment following Poland's accession to the EU.

The objectives of all the activities referred to above were achieved as intended.

Describe how activity has been evaluated:

All the recruitment activities implemented within the EURES network were positively evaluated by job candidates as confirmed by the findings of the questionnaire survey conducted under the activity No. 7. Details are contained in a report enclosed as Appendix No. 8. to the activity No. 7.

Short evaluation of each recruitment project is provided below.

1. The project was positively evaluated. The recruitment was a success considering the feedback it generated, particularly in the construction industry. There were much fewer candidates from the medical industry who fulfilled the employer's expectations, the main reason being the lack of knowledge of English. On the whole, the Irish employers were satisfied with the number of candidates employed.
2. Both the employers and the participants (the unemployed and jobseekers) positively assessed the overall organisation and management of interviews.
3. As in point 2.
4. The cooperation between the Voivodeship Labour Office in Łódź and the foreign employer within the EURES network led to the employment of Polish workers with the Irish company. Following completion

of a probation period, each employee will sign a contract for an unlimited duration. Despite the lack of language skills, the candidates were able to take advantage of the employer's offer thanks to the involvement of the Voivodeship Labour Office as an intermediary. A considerable majority of candidates for the vacancies offered by the employer (i.e. welders and carpenters) had no command of English. The activity in question is, therefore, desirable in this type of recruitment projects. In the case of the recruitment project described above, the activity was implemented thoroughly, efficiently and successfully, with more than 10 individuals finding effective employment.

5. The establishment of direct contact with the employer intent on employing Polish workers was a very important element of the recruitment project, while the examination of the type of operations conducted by the employer – and hence of working conditions – proved to be necessary for preparing job offers and conducting interviews. The outlays incurred are reflected in the number of applications submitted in response to job postings and in the findings of the questionnaire survey conducted during the recruitment, in which EURES clients were asked to give their opinion on the quality of services provided. Over 95% of the respondents assessed EURES services as good or very good, thus providing evidence that recruitment projects should continue to be managed in a similar manner in the future.
6. No major disruption to the recruitment process has been encountered to date. The process has been accurately planned. The fact that groups of 12 individuals arrive at regular intervals enables the employer to organise accommodation and complete the necessary formalities. The recruitment project is positively evaluated by RETRONIX as demonstrated by the fact that they have offered new vacancies, this time for IT jobs, for which recruitment has already been launched.
7. The visit of the Irish delegates should be very well evaluated. The participants were satisfied with the outcomes of the meeting, at which effective recruitment projects were presented and areas for improvement were discussed. The behaviour of employers is an important factor contributing to the success of recruitment projects. While a majority of employers fulfil their commitments, there are some who do not and do not provide proper working conditions.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

1. The joint action has resulted in establishing closer links with the Irish party. The recruitment project brought to light difficulties inherent in such undertakings, e.g.:
 - not all candidates had their passports with them;
 - more interpreters and organisers should be provided for such large-scale recruitment projects;
 - a suitable venue complete with facilities, including access to a photocopier, should be provided.When carrying out such projects in the future, it would be advisable to set a limit on the number of candidates rather than accept anyone who comes off the street as this has a disorganising effect.
2. When carrying out another recruitment project, it would be advisable to:
 - Limit the reach of a recruitment project. This is motivated by the fact that attendance at interviews is very low among candidates from distant parts of the country.
 - Give up the arrangement whereby an employer must make a final decision on employment during an interview. This is intended to give the employer more time for making a final decision on whether or not to employ a given candidate.
 - Give up the arrangement whereby candidates are issued with contract forms. The interested parties see this as a preliminary commitment of a foreign employer to employ the candidate. In practice, it causes problems (for the Voivodeship Labour Office) on the part of potential future employees that could otherwise be avoided.
3. As in point 2.
4. If EURES continues to receive offers from employers who do not require the knowledge of a foreign language, candidates will continue to face formal problems such as how to fill out forms necessary for opening a bank account, etc. In such situations, it would be advisable to provide assistance, preferably from within the EURES network or from labour office staff.
5. The activity is effective and necessary for proper management of large-scale recruitment projects as

demonstrated by the findings of the client satisfaction survey and the number of applications submitted to the employer following the development and dissemination of appropriate information. If the activity is undertaken again, it would be advisable to limit the reach of a recruitment project to address the fact that candidates from distant parts of the country often fail to attend interviews at designated dates.

6. Job vacancies were ideally suited for the Polish labour market. In particular, the offer for young people interested in the job of production technician generated huge interest due to the fact that among the unemployed there are many young, educated people with good command of foreign languages but no work experience. An opportunity to gain experience while working abroad is, therefore, very valuable for these people.
7. Evaluation meetings are an important feature of cooperation within the EURES network by creating an opportunity to share experiences and identify areas of the recruitment process that call for improvement as well as areas that foreign employers should pay the most attention to while employing Polish workers. They also provide an opportunity for the staff of foreign labour offices to familiarise themselves with the activities of the Polish public employment services, including how EURES services are provided in Poland.

Appendices:

No. 13. – Photos from the recruitment project in Łódź in December 2004.

No. 14. – Visiting programme of the Irish delegates in Warsaw on 10-11 March 2005.

No. 15. – Copy of the attendance list of the meeting on 10-11 March 2005.

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EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	<i>No. 14 - Recruitment of Polish workers for working in Sweden.</i>
Implementing body:	N/A
Partners:	N/A
Date/Dates:	N/A
Short description of the planned activity including the objectives (as per grant agreement):	
<p>A recruitment event of 2 to 3 days was intended to be conducted in Poland within the EURES network for Swedish employers. The recruitment was to be based on identified labour shortages in the Swedish market.</p> <p>Objective: Effectively conduct transnational recruitment within the EURES network. Assist Swedish employers in addressing staff shortages.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
The activity was not implemented due to the lack of interest from Swedish employers.	
Beneficiaries of the activity:	
N/A	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
N/A	
Describe how activity has been evaluated:	
N/A	
Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?	
N/A	

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EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	No. 15 - Recruitment Fairs in Poland for UK employers.
Implementing body:	<ol style="list-style-type: none"> 1. Voivodeship Labour Offices in Rzeszów and Katowice 2. Voivodeship Labour Office in Warsaw 3. Voivodeship Labour Office in Łódź and Poviát Labour Office in Bełchatów 4. Voivodeship Labour Office in Łódź 5. Voivodeship Labour Office in Łódź
Partners:	<p>EURES, Jobcentreplus UK</p> <p>Voivodeship and Poviát Labour Offices</p> <p>Department for Social Affairs and Reconversion of the Ministry of National Defence, the Military Centre for Vocational Activation and the Executive Boards of three Warsaw districts (recruitment project No. 2)</p>
Date/Dates:	<ol style="list-style-type: none"> 1. 6-7 October 2004 2. 13-14 October 2004 3. 12-13 January 2005 4. 23-25 February 2005 5. 15-16 March 2005
<p>Short description of the planned activity including the objectives (as per grant agreement):</p> <p>As part of the activity, 3 recruitment fairs of 2-3 days each were to be held for UK employers based on the demand identified in the UK for workers in areas such as retail trade, construction, healthcare, engineering, transport, hotel and tourism services.</p> <p>In preparations for each fair, plans were made for a visit of a EURES Advisor to the UK to discuss details of the recruitment project with the UK EURES staff and employers. The recruitment and selection process was planned to be organised in cooperation with EURES Advisors from the UK. The recruitment process was to end with job interviews being held in a selected city in Poland.</p> <p>Each recruitment event was to be accompanied by information about working and living conditions in the UK.</p> <p>Following completion of the two recruitment projects, a meeting was to be held in Poland for summary and evaluation of results.</p> <p>Objective: Effectively conduct transnational recruitment projects within the EURES network. Assist UK employers in addressing staff shortages.</p>	
<p>Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:</p> <p>To address the much higher than expected demand from UK employers for Polish employees, 4 recruitment days were conducted instead of 3 recruitment fairs and 1 job fair was attended. The budget was not exceeded despite the higher than planned number of recruitment projects. About 7.2% of the budget of the activity was used.</p> <p>An evaluation meeting to sum up the results of the recruitment projects was not held due to a large number of tasks planned as part of the activity.</p> <p>Individual recruitment projects are described below.</p> <p><u>Recruitment Project No. 1</u></p> <p>A recruitment project was conducted on 6-7 October 2004 in Rzeszów for a UK employer (Southern Cross Healthcare) for the following positions: carer for elderly people and assistant personnel in nursing homes. The project, which was conducted in cooperation with the UK EURES Advisor, was preceded by the selection of</p>	

candidates from Podkarpackie, Małopolskie, Lubelskie, Świętokrzyskie and Śląskie Voivodeships. In the Podkarpackie Voivodeship, the recruitment was conducted through the Poviats Labour Offices and the regional media.

Following the preliminary selection of candidates by Polish EURES Advisors, recruitment days were organised in Rzeszów and Katowice. The interviews were attended by the employers' representatives and EURES Advisors from the UK and Poland.

In the course of the recruitment, the UK EURES Advisor instructed candidates about living and working conditions in the UK and distributed information materials on the subject. Job interviews were subsequently conducted by the UK employers' representatives, based on which candidates were selected for employment.

Recruitment Project No. 2

The "International Job Fair – Warsaw 2004" event took place in Warsaw on 14 October 2004.

During the fair, and on 13 October 2004, recruitment events were held within the EURES network for UK and Irish employers and presentations were given concerning working and living conditions in selected EEA states.

The following foreign guests participated in the fair:

UK companies

- Ceewrite Engineering Limited – milling machine operators, turners;
- Kerry Foods Ltd. – qualified food technicians;
- International Cuisine Ltd – production employee;
- Briarcare Ltd. – carers for elderly (sick) people;
- BUPA Care Homes – carers for elderly (sick) people;
- Pinehurst Care Ltd – carers for elderly (sick) people.

Irish companies

- Chanelle Pharmaceutical – specialists in chemicals;
- Cigna Healthcare – insurance agents;
- Odonoghue/Ring Hotels – hotel and catering services;
- Avena Construction Company – construction workers.

Island company

Byggingaverktakar Austurlands ehf – construction workers.

EURES Advisors from 4 EEA states:

- UK – Jobcentre Plus;
- Ireland – FAS;
- Norway – AETAT;
- Sweden – Arbetsformedlingen.

Swedish organisations (employers' organisations and trade unions)

- Swedish Construction Federation,
- Swedish Construction Workers' Trade Union,
- Star Construction Training.

The job fair attracted huge interest as demonstrated by the fact that it was attended by an estimated 5,000-6,000 individuals from all over Poland.

Interviews were organised for all employers participating in the fair. Prior to the fair, the employers had sent job offers, for which recruitment was conducted throughout the country. Of all the applicants, over 200 were selected (often in consultation with the employer) and invited for an interview.

In addition to that, those individuals who were not invited but nevertheless visited the fair had an opportunity to

establish individual contact with employers. Many of them left their CVs with employers.

EURES Advisors gave presentations on working and living conditions in the UK, Ireland, Norway and Sweden as part of supporting events, which attracted high attendance. 4 lectures were given and each was attended by about 70 individuals.

Interested individuals were also provided with information materials on the subjects referred to above.

Furthermore, the fair provided an opportunity to acquire information on the principles and objectives of EURES operations. Such information was available from the EURES staff of the Voivodeship Labour Office in Warsaw, the Labour Office of the Capital City of Warsaw and Swedish, UK, Irish and Norwegian Labour Offices.

Recruitment Project No. 3

A recruitment project for the UK temporary work agency Labourforce was conducted on 12 January 2005 in Bełchatów in cooperation with the Poviát Labour Office No. 1 in Łódź and the Poviát Labour Office in Bełchatów. It should be emphasised that EURES Poland treats temporary work agencies as employers and requires the participation of a foreign EURES Advisor in the recruitment process.

The recruitment commenced following the receipt of a job offer from the UK EURES Advisor, Nicola Whatmuff.

The employer reported a demand for dryliners with experience of work in a power station environment. The knowledge of English was a condition for participation in an interview.

A visit of Labourforce's representatives to Bełchatów consisted of two phases:

- 12 January 2005 – a 5-person delegation visited the Power Station and the Brown Coal Mine in Bełchatów. The visit was organised by the EURES Poviát Assistant.
- 13 January 2005 – interviews were held with job candidates. The EURES Line Manager and the EURES Poviát Assistant from Łódź were present on the second day of the visit of the UK employer.

A lunch was organised for the employer's representatives, the EURES staff and authorities of the Bełchatów Poviát to celebrate the completion of the recruitment project.

Assorted photos from the Bełchatów recruitment project are contained in Appendix No. 16.

Recruitment Project No. 4

Interviews were organised on 23-25 February 2005 in Łódź for Kerry Foods, a UK company based in Dorset.

The job offer was received from the UK EURES Advisor, Lorraine Morris. The vacancies were widely advertised, included through the local press and radio and the website and notice boards of the Voivodeship Labour Office. The 62 pre-selected candidates were invited to attend interviews, which were held at the premises of the Voivodeship Labour Office in Łódź (2 days) and the Polish Economic Society in Łódź (1 day). Candidates' CVs in English were collected by the EURES Advisor from Łódź and handed over to the employer.

The recruitment was conducted by Kerry Foods' representatives with the organisational assistance from the labour office staff. Interviews were conducted in English by the employer's two representatives. A presentation was also given on Kerry Foods to familiarise the candidates with the specificity of the job. Furthermore, the candidates were requested to fill out health forms.

Recruitment Project No. 5

This recruitment was a follow up to the recruitment project No. 4. Further interviews were held on 15-16 March 2005 in Łódź for Kerry Foods, a UK company based in Dorset.

Job vacancies were widely advertised, included through the local press and radio and the website and notice boards of the Voivodeship Labour Office. The 78 pre-selected candidates were invited to attend interviews. Candidates' CVs in English were collected by the EURES Advisor from Łódź and handed over to the employer.

The recruitment was conducted by Kerry Foods' representatives with the organisational assistance from the labour office staff. Interviews were conducted in English by the employer's three representatives. A presentation was also given on Kerry Foods to familiarise the candidates with the specificity of the job. Furthermore, the candidates were requested to fill out health forms.

Beneficiaries of the activity:

UK employers
<p>Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:</p> <ol style="list-style-type: none"> 1. The vacancies offered by the UK employers generated much interest among the unemployed and jobseekers. While many applicants fulfilled requirements related to professional qualifications, an adequate command of English was a problem, particularly in the case of applicants for jobs in nursing elderly people. The lack of language skills was often the reason for rejection of candidates. Of the 83 individuals attending the interviews, 34 were eventually employed, including 22 from the Podkarpackie Voivodeship. 2. The project resulted in, among others: <ul style="list-style-type: none"> - familiarising jobseekers with the principles and objectives of EURES operations; - familiarising jobseekers with working and living conditions in the UK, Ireland, Norway and Sweden; - the hands-on involvement of labour market partners in EURES operations (development of cooperation); - providing jobseekers with an opportunity to establish contact with foreign employers, which in some cases led to the employment; - providing jobseekers with an opportunity to contact foreign EURES Advisors. <p>Furthermore, over <u>200 individuals</u> were invited to attend interviews, of whom:</p> <ul style="list-style-type: none"> - 50 individuals attended interviews with International Cuisine Ltd for the job of production employee; - 40 individuals attended interviews with Byggingaverktakar Austurlands ehf for the job of construction worker; - 35 individuals attended interviews with Avena Construction Company for the job of construction worker; - 25 individuals attended interviews with Chanelle Pharmaceutical for the job of chemicals specialist. <p>Furthermore, about <u>280 individuals</u> participated in presentations on living and working conditions in EEA states, while an estimated 5,000 to 6,000 attended the fair.</p> 3. The activity resulted in: <ul style="list-style-type: none"> - providing an opportunity to compare working conditions in power stations in Poland and the UK; - inviting 62 applicants for jobs in the UK for interviews with the employer; - recruiting 11 employees for the job of boiler cleaner and scaffolder. 4. As a result of the activity, 24 individuals were employed out of the 62 invited for interviews. The employer would like to eventually employ about 100 individuals, which he is planning to do gradually within the next few months. Following completion of a probation period, each employee will sign a contract for an unlimited duration. It is worthwhile to emphasise that the foreign employer organised accommodation and air travel for newly recruited employees (the costs of which are to be offset from their future salary). This was an additional incentive for many candidates. 5. Of the 78 candidates invited to attend interviews, 38 were selected by the employer. They were to leave for work in March, April and May 2005. Following completion of a probation period, each employee will sign a contract for an unlimited duration. It is worthwhile to emphasise that the employer organised accommodation and air travel for newly recruited employees (the costs of which are to be offset from their future salary). This was an additional incentive for many candidates.
<p>Describe how activity has been evaluated:</p> <ol style="list-style-type: none"> 1. The activity resulted in the employment of over 40% of participants of the recruitment project. It is important to note that the employment contracts proposed by the UK employers are for 12 months and can be extended. Cooperation was also established with UK employers for implementing similar recruitment projects in the future. Another important factor is the involvement of the UK EURES Advisor in the recruitment process, who answered candidates' questions, provided information about working and living conditions and disseminated information materials on this subject. 2. The activity was positively evaluated as demonstrated by the number of individuals attending the fair,

interviews and lectures. The project was a welcome event.

Foreign employers demonstrated their satisfaction by re-visiting the Warsaw Voivodeship Labour Office to conduct further interviews with job candidates.

Furthermore, thanks to the established contacts, UK employers and EURES Advisors visited Warsaw in 2005 to participate in another international job fair.

3. The cooperation between the EURES staff of the Łódź Voivodeship Labour Office and the Bełchatów Poviát Labour Office provided a basis for organising the first EURES recruitment event at the latter's premises. As well as ensuring conditions for efficient management of the recruitment event, the premises of the Poviát Labour Office provided candidates with an easy access to the venue of the interviews and information on job vacancies.

A visit to the Power Station and the Brown Coal Mine in Bełchatów provided Labourforce's representatives with an opportunity to familiarise themselves with working conditions in Polish power stations and share their comments and opinions on the subject.

4. The interviews were initially conducted on a pilot basis as the employer had no experience of recruiting Polish workers. The main problem encountered by the employer during the interviews was the poor command of English (even though a majority of candidates declared in their CVs to be able to communicate in English, which was one of the employer's requirements). Another problem was how to provide sufficient accommodation for workers in the vicinity of the plant.

The activity received a very high evaluation from the employer, who emphasised the professional organisation and efficient management of the meeting. The number of candidates selected (24) encouraged the employer to plan further recruitment events, which took place a month later. The findings of the questionnaire distributed to candidates also demonstrated a very favourable assessment of the recruitment project. The respondents emphasised friendly and professional service from the staff of the Voivodeship Labour Office.

5. As in the case of the previous recruitment project, the activity received a very high evaluation from the employer, who emphasised the professional organisation and efficient management of the meeting. The findings of the questionnaire distributed to candidates also demonstrated a very favourable assessment of the recruitment project.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

1. In the recruitment project under discussion, there was a long time span between the completion of the recruitment (July 2004) and the meeting with the employer (October 2004). For a variety of reasons, some candidates were not longer interested in continuing their participation in the recruitment process. Such a long interval should be avoided in the future between recruitment and interview phases.
2. The level of interest shown, coupled with further experience, demonstrates that the above-mentioned activities ought to be continued. By contributing to the establishment of direct contact with foreign employers and EURES Advisors, they also considerably facilitate the cooperation in organising further selection and recruitment projects.
3. The activity generated a very high interest among the unemployed and jobseekers, which should be attributed to their motivation to find employment abroad and the good preparation and management of the job offer by the Poviát Labour Office in Bełchatów.

When carrying out similar recruitment projects in the future, it would be advisable, where possible, to more thoroughly check the command of English (e.g. at the time when CVs are submitted with the EURES Poviát Assistant). In practice, the actual knowledge of the language often falls short of the declared knowledge.

4. On the whole, the recruitment process was conducted efficiently. The number of candidates invited corresponded to the number requested by the employer and was adjusted to the number of the employer's representatives and how much time they could afford to spend on interviews. Considerably more candidates would have found a job if the employer had not required the knowledge of English. The lack of language skills gives rise to a variety of problems, ranging from how to fill out forms to how to deal with everyday situations that require the use of a foreign language (e.g. opening an account, communicating with co-workers and managers, sudden illness).

5. Similarly to the previous project, the recruitment process was conducted efficiently. Considerably more candidates would have found a job if the employer had not required the knowledge of English. The lack of language skills gives rise to a variety of problems, ranging from how to fill out forms to how to deal with everyday situations that require the use of a foreign language.

Appendix:

No. 16 - Assorted photos from the Bełchatów recruitment project.

EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	No. 16 - Recruitment of Polish workers for work in Norway
Implementing body:	Voivodeship Labour Office in Łódź
Partners:	AETAT (Public Employment Services) in Norway
Date/Dates:	1. 20 January 2005 2. 3 March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>2 recruitment projects were planned within the EURES network for Norwegian employers, particularly in the agricultural sector.</p> <p>In preparations for each recruitment project, plans were made for a visit of a EURES Advisor to Norway to discuss details of the recruitment project with the Norwegian EURES staff and employers. The recruitment and selection process was planned to be organised in cooperation with Norwegian EURES Advisors. The recruitment process was to end with job interviews being held in a selected city in Poland.</p> <p>Objective: Effectively conduct transnational recruitment projects within the EURES network. Assist Norwegian employers in addressing staff shortages.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>The activity consisted of organising 2 recruitment projects for Norwegian employers with the participation of EURES Advisors from the Norwegian public employment service AETAT. These were employers from the construction sector, not the agricultural sector. Presentations were given during the project about working and living conditions in Norway.</p> <p><u>Recruitment Project No. 1</u></p> <p>Interviews were organised on 20 January 2005 in Łódź for Wave Personell, a Norwegian temporary work agency based in Bergen. It should be emphasised that EURES Poland treats temporary work agencies as employers and requires the participation of a foreign EURES Advisor in the recruitment process.</p> <p>The agency's job offer, which was received from the Bergen-based EURES Advisor (Haarvard Grof), was intended for carpenters/joiners having a command of English, Norwegian, Danish or Swedish. As soon as it was received, the offer was disseminated by the Łódź-based EURES Advisor through the website, EURES Poviast Assistants and the media.</p> <p>29 individuals reported for interviews, which were organised at the premises of the Poviast Labour Office No. 2 in Łódź in cooperation with the EURES Assistant based with that office.</p> <p>At the beginning of a meeting with candidates, Wave Personell's representatives provided detailed information about living and working conditions in Norway and gave a presentation on the company they represented and the personnel they employed. The EURES Poviast Assistants from the Łódzkie Voivodeship took part in this part of the meeting.</p> <p>Interviews were conducted by the company's two representatives with assistance from the EURES Advisor and the EURES candidate advisor in the capacity of interpreters.</p> <p>Refreshments were served during the break and the employers were invited to a lunch to celebrate the completion of interviews.</p> <p><u>Recruitment Project No. 2</u></p> <p>Further interviews were organised on 3 March 2005 in Łódź for Wave Personell, a Norwegian temporary work agency based in Bergen. It should be emphasised that EURES Poland treats temporary work agencies as employers and requires the participation of a foreign EURES Advisor in the recruitment process.</p> <p>Following the receipt of job vacancies for two ironworkers/welders from the Bergen-based EURES Advisor (Haarvard Grof), the EURES Advisor from Łódź contacted Wave Personell's representative to agree details of</p>	

the recruitment. The recruitment was then advertised through the website of the Voivodeship Labour Office in Łódź, the press and the Poviats Labour Offices of the Łódzkie Voivodeship. In view of high language and qualification requirements, information on the recruitment was disseminated to EURES Advisors throughout Poland.

Eventually, 10 candidates applied for the job and attended interviews that were held on 3 March 2005 at the premises of the Poviats Labour Office No. 2 in Łódź. Furthermore, a representative of Wave Personell gave a presentation on the company.

Refreshments were served to the employer during the break between interviews.

Beneficiaries of the activity:

Norwegian employers

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

1. In view of the limited number of candidates from the Łódzkie Voivodeship who complied with the requirements of the job, the offer was disseminated to EURES Advisors throughout Poland. A total of 29 individuals were eventually invited to attend interviews. Following interviews with the employer, 11 candidates were rejected due to the lack of required experience or English language skills. Eventually, the job was offered to 5 candidates, of whom 3 left for Bergen on 4 April 2005 and the remaining 2 on 11 April 2005. All of them have signed three-month contracts with an extension option.
2. Following the recruitment, 10 individuals reported for interviews (in English) with the Norwegian employer. Following the initial recruitment, the employer selected three individuals, but none of them was eventually employed because the occupational certificates they held were not the international certificates required by the employer.

Describe how activity has been evaluated:

1. The recruitment process and interviews were conducted efficiently and comfortably, which should be largely attributed to the cooperation with the EURES Assistant from the Poviats Labour Office No. 2 in Łódź. The recruitment resulted in the employment of individuals who had previously remained out of work. Both the EURES staff of the Łódzkie Voivodeship participating in employers' presentations and the candidates highly assessed the professional character and informative value of the presentations.
2. The activity can be assessed as very good both on technical and business grounds. The Poviats Labour Office No. 2 in Łódź provided a comfortable venue for interviews. The presentation given by a representative of Wave Personell was highly appreciated by the candidates, who were provided with detailed and exhausting information about working conditions and opportunities in Bergen. The employer expressed an interest in continuing cooperation in the recruitment of employees for work in Norway.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

1. Recruitment projects of this type demonstrate that the biggest problem faced by candidates is the language barrier. Similarly to the previous recruitment projects, it is found that the lack of language skills gives rise to a variety of problems, ranging from how to fill out forms to how to deal with everyday situations that require the use of a foreign language.
2. Recruitment for foreign jobs always attracts much interest. It was also the case in the recruitment project under discussion. Many candidates applied, but the lack of knowledge of English was a serious problem and an obstacle in the recruitment process. In view of the specificity and individual character of the job, the employer required the knowledge of English. Another problem was that the candidates selected for the job did not have international certificates to practice a profession abroad. It would, therefore, be advisable to develop methods of cooperation between labour offices at voivodeship and poviat levels with a view to enabling individuals recruited for foreign jobs to undergo training organised by a Poviats Labour Office (with the curriculum of the training meeting the employer's requirements). The problem that exists at present is that the Poviats Labour Offices require an employer to submit **a promise of future employment.**

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EURES guidelines 2004-2007 priority N°:	No. 5 - Approach employers actively and provide them with support for transnational recruitment.
Name and N° of the activity:	<i>No. 17 - "Recruitment Days" in Poland for employers from two interested EEA states.</i>
Implementing body:	Voivodeship Labour Office in Gdańsk
Partners:	EURES in the Public Employment Services in the UK, Ireland, Sweden, Norway, Finland, Spain, Denmark, Netherlands and Slovenia Ministry of Economic Affairs and Labour, Labour Market Department Poviat Labour Offices of the Pomorskie Voivodeship Occupational Information and Career Planning Centre in Gdańsk Career Office of the Gdańsk University Academy of Physical Education and Sport in Gdańsk Local authorities, including the Marshal of the Pomorskie Voivodeship <i>Gazeta Wyborcza</i> daily as a media patron
Date/Dates:	18 March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>Two recruitment days were planned for employers from two interested EEA states. The activity was to be implemented based on the employment demand reported by employers through foreign EURES Advisors.</p> <p>In preparations for each recruitment day, plans were made for a visit of a EURES Advisor to the EEA state concerned to discuss details of the recruitment project with the local EURES staff and employers. The recruitment and selection process was planned to be organised in cooperation with foreign-based EURES Advisors. The recruitment process was to end with job interviews being held in a selected city in Poland.</p> <p>Each recruitment event was to be accompanied with information about working and living conditions in the two EEA states.</p> <p>Following the completion of both recruitment projects, a meeting was to be held in Poland for summary and evaluation of the results of the projects.</p> <p>Objective: Effectively conduct transnational recruitment projects within the EURES network. Assist employers from two EEA states in addressing staff shortages.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>To address the demand for Polish workers from more than 2 EEA states, a decision was made to organise international job fair instead of recruitment days for employers from 2 EEA states. The fair was to provide an opportunity to conduct recruitment for employers from 6 EEA states and present working and living conditions in these states.</p> <p>Considering that the job fair took place at the end of March 2005, it has not yet been possible to hold an evaluation meeting to sum up the results of the recruitment projects.</p> <p>The budget was not exceeded despite the fact that recruitment was organised for the higher than planned number of employers from EEA states. About 50% of the budget of the activity was used.</p> <p>The International Job Fair was held on 18 March 2005 in the exhibition and sports hall of the Academy of Physical Education and Sport in Gdańsk. To this end, an agreement was signed between the voivodeship's authorities and the academy's authorities.</p> <p>It was a ground breaking event for all seekers of foreign jobs. The project was planned as a combination of theory (presentations on living and working conditions in EEA states) and practice (the fair and job interviews).</p> <p>The fair provided all those interested with a variety of opportunities to benefit from the European quality of job</p>	

agency and personnel consultancy services provided by the EURES Advisors.

Another objective of the fair was to assist jobseekers in gaining a foothold in foreign labour markets through participation in interviews with foreign employers.

The International Job Fair in Gdańsk was attended by 26 representatives of 14 companies from the UK, Ireland, Sweden, Norway, Finland and Spain offering employment opportunities in a variety of sectors, ranging from the medical sector (medical practitioners, nurses, carers for elderly people) to construction and industrial sectors (painters, carpenters, welders, CNC operators, mechanics, electricians, bus drivers).

Furthermore, 16 EURES Advisors from the UK, Ireland, Norway, Finland, Sweden, Denmark, Netherlands and Slovenia took part in the Job Fair.

The objective of the Job Fair was to assist jobseekers in gaining a foothold in foreign labour markets by providing them with an opportunity to establish direct contact with foreign employers.

The hall was divided into three sectors: exhibition, multimedia presentations and recruitment sectors.

The first sector housed 25 exhibition stalls in which employers were available throughout the day for direct contact with jobseekers and for information on job vacancies.

The second sector was the venue for multimedia presentations given by foreign-based EURES Advisors on living and working conditions in the UK, Ireland, Denmark, Finland, Norway, Netherlands, Slovenia and Sweden.

In the third sector there were 12 stalls in which interviews were held with foreign employers.

Information on the fair and recruitment projects organised for foreign jobs within the EURES framework was disseminated through Voivodeship and Poviast Labour Offices and local radio stations. Media patronage was provided by the *Gazeta Wyborcza* daily. Up-to-date information could also be accessed through the websites of the organisers and the partners of the fair.

Dedicated information materials on working and living conditions in EEA states were developed and made available to jobseekers visiting the fair.

The fair attracted huge interest from jobseekers as demonstrated by an estimated figure of 5,000 visitors.

A dinner was held for the representatives of the employers, the EURES staff and local authority bodies to celebrate the close of the fair.

The programme of the fair, the layout plan and a leaflet with names of the stalls are contained in Appendix No. 17. Assorted photos from the fair are contained in Appendix No. 18.

Beneficiaries of the activity:

Employers from the UK, Ireland, Norway, Spain, Finland and Sweden.

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

Preparations for the job fair and interviews took 3 months.

About 5,000 individuals visited the fair during a single day.

The EURES staff in Gdańsk received about 3,000 CVs from jobseekers as part of the selection process.

1,200 candidates were invited to attend interviews with representatives of 14 employers.

A total of 2,500 individuals attended 8 presentations on living and working conditions in the UK, Ireland, Denmark, Finland, Norway, Netherlands, Slovenia and Sweden.

The objectives of the activity were achieved with excellence.

Describe how activity has been evaluated:

The first international job fair to be organised in the Pomorskie Voivodeship was assessed to be one of the best run events in both organisational and business terms.

This is demonstrated by the satisfaction expressed by foreign employers and EURES staff during the dinner held at the close of the fair.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

The International Job Fair in Gdańsk on the one hand permitted an estimation of the level of interest in seeking foreign jobs while on the other providing clear information on the scale of unemployment at regional and national level based on the huge number of the unemployed who visited the fair in search for employment. The fair created an opportunity for the unemployed to establish direct contact with employers, thus providing information on the specific problems encountered by the unemployed while searching for employment.

The possibility of organising two-day fairs should be considered when conducting similar projects in the future.

Appendix:

No. 17. - Programme of the fair, the layout plan and a leaflet with names of the stalls.

No. 18. - Assorted photos from the job fair.

EURES guidelines 2004-2007 priority N°:	No. 6 - Contribute to identifying labour shortages and bottlenecks which can be attenuated by transnational labour mobility, develop and co-ordinate appropriate action.
Name and N° of the activity:	<i>No. 18 - Analysis of labour market demands in Lubelskie, Kujawsko-Pomorskie, Pomorskie and Zachodnio-Pomorskie regions and the demand of Polish employers from these regions for labour, including workers from EEA states – pilot project.</i>
Implementing body:	Voivodeship Labour Offices in Lublin, Toruń, Gdańsk, Opole and Szczecin (the branch office in Koszalin).
Partners:	N/A
Date/Dates:	December 2004 - March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>A questionnaire survey was planned to be conducted among employers from various sectors of the economy and from enterprises of a varying size. The feedback acquired was to provide a basis for a more thorough analysis of the labour market in terms of demand for individual professions and workers as well as for the identification of labour surplus by economy sectors.</p> <p>The survey was to cover about 1,200 employers from Lubelskie, Kujawsko-Pomorskie, Pomorskie and Zachodniopomorskie Voivodeships.</p> <p>Objective: Supply accurate and up-to-date information on the demand for labour on local – and indirectly national – labour markets and provide assistance in identifying professions that are in surplus or in deficit and the demand for workers in individual sectors, including workers from EEA states.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>The aim of the survey was to identify the demand for workers in individual sectors and industries of the national economy, with a particular emphasis on workers from EEA states. The priority was to identify labour shortages in each economic sector category in Poland.</p> <p>For the purpose of conducting the survey among employers, a model questionnaire (Appendix No. 19 was developed by the EURES Assistant from the Poviast Labour Office in Bydgoszcz in cooperation with the EURES staff.</p> <p>EURES Advisors from the Voivodeship Labour Offices in Lublin, Toruń, Gdańsk, Opole and Szczecin cooperated with EURES Assistants from the Poviast Labour Offices in conducting the survey among employers from the five voivodeships concerned. Using results from each voivodeship, sociologists from the Voivodeship Labour Office in Opole developed a detailed survey report.</p> <p>The survey covered 472 businesses of varying legal status.</p> <p>The survey demonstrates that, in the short time that has passed since Poland became a EU member and the principle of the free movement of persons took effect, Polish entrepreneurs have not yet completely adapted themselves to the new reality and do not perceive transnational recruitment as a matter-of-fact phenomenon. The sample surveyed had a fairly high development potential as demonstrated by the fact that nearly half of the respondents were interested in employing new workers in 2005. Yet a majority of these jobs were reserved for Polish workers, with two-thirds of the respondents declaring success in recruiting local workers. Furthermore, these vacancies were typically intended for poorly educated workers, which often entailed low wages (high remuneration demands were often quoted by the respondents as an obstacle to employing foreigners).</p> <p>While only one in every ten respondents had ever made an attempt to employ foreign workers, the number of those who wished to do so was twice as high. Many respondents declared they would assist foreign workers in getting adapted to Polish conditions. This may herald changes in the mentality of Polish entrepreneurs, who are coming to recognise how much the labour market has expanded and what new recruitment opportunities have opened up. However, a major issue is to address problems cited by respondents as barriers to employing foreigners.</p>	

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Detailed findings of the survey of employers are enclosed in Appendix No. 20.
Beneficiaries of the activity: Employers from Lubelskie, Pomorskie, Opolskie, Kujawsko-Pomorskie and Zachodniopomorskie Voivodeships and the EURES staff.
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached: Development of a model questionnaire and a survey report. Gathering information on the interest of Polish employers in employing workers from EEA states.
Describe how activity has been evaluated: The activity was implemented in an efficient and professional manner. The high quality should be emphasised of an analysis of the survey findings conducted by the Voivodeship Labour Office in Opole.
Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed? In view of its professional and effective implementation, the survey can continue to be successfully conducted in the future throughout the country.

Appendix:

No. 19 - Model questionnaire to identify employers' demand for workers from the EEA countries.

No. 20 - Report on the survey of demand for EEA workers in five voivodeships.

EURES guidelines 2004-2007 priority N°:	No. 6 - Contribute to identifying labour shortages and bottlenecks which can be attenuated by transnational labour mobility, develop and co-ordinate appropriate action.
Name and N° of the activity:	<i>No. 19 - Support for building EURES T Beskidy partnership</i>
Implementing body:	Ministry of Economic Affairs and Labour Voivodeship Labour Office in Katowice
Partners:	Public Employment Services in the Czech Republic, Slovakia and the Śląskie Voivodeship; EURES T SLLR Coordinator and EURES T Bodensee Coordinator
Date/Dates:	26-27 August 2004
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The following was planned for implementation of the activity:</p> <ul style="list-style-type: none"> - a seminar for representatives of labour offices from the border region of Poland, the Czech Republic and Slovakia and representatives of trade unions and employers' organisations concerning cross-border cooperation within the EURES network; - participation of the EURES staff from the border region's labour offices in a seminar in the Czech Republic on preparations for establishing the EURES T Beskidy partnership; - participation of representatives of the EURES staff from the border region in a study visit to the cross-border partnership EURES T Bodensee. <p>Objective: Prepare Polish, Czech and Slovak Public Employment Services as well as their partners from the cross-border labour market for establishing the EURES T Beskidy partnership. Analyse the feasibility of the EURES T Beskidy partnership and the potential offered by the border region concerned.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>In view of the considerable reduction of expenditure by EURESco on the present activity, only a seminar could be organised for representatives of labour offices from the border region of Poland, the Czech Republic and Slovakia and social partners.</p> <p>A two-day seminar under the title "Preparations of the Public Employment Services of the Border Region of Poland, the Czech Republic and Slovakia for Establishing the EURES-T Beskidy Cross-Border Partnership" was held on 26-27 August 2004 in Ustroń, a town located near the border between Poland, the Czech Republic and Slovakia.</p> <p>The invitees to the seminar included EURES Managers from the Czech Republic and Slovakia, managers and staff of regional and local labour offices from the border region of Poland, the Czech Republic and Slovakia, including the EURES staff, and representatives of the Beskidy Chamber of Crafts and Enterprise in Bielsko-Biała, the Professional Development Centre in Katowice, the Council of the All-Poland Alliance of Trade Unions in Katowice, the Consulate General of the Republic of Poland in Ostrava and the Beskidy Euroregion.</p> <p>An invitation to chair parts of the seminar was accepted by the Coordinators of the following EURES-T cross-border partnerships: Bodensee (Wolfgang Himmel) and Saar-Lor-Lux-Rheinland (Joachim Geppert).</p> <p><u>The first day of the seminar</u> had the following agenda:</p> <ul style="list-style-type: none"> - present the principles underlying EURES cross-border partnerships in EEA states; - discuss the functioning of EURES cross-border partnerships using the example of EURES-T Saar-Lor-Lux-Rheinland; - present the functioning of EURES T Bodensee as an example of a newly established partnership; - discuss the labour market situation and mobility in the Polish-Czech-Slovak border region from the perspective of Poland, the Czech Republic and Slovakia; 	

- present options for engaging in business activities and supplying cross-border services in the border region between Poland and the Czech Republic.

The second day of the seminar was organised in the form of workshops that were intended to provide an opportunity for the management of all Polish, Czech and Slovak labour offices participating in the seminar to adopt a decision on the intent to establish the EURES T Beskidy cross-border partnership in the future.

Plans for joint action were made during the workshops for implementation in 2005.

Furthermore, representatives from each of the three countries were designated as members of the future Steering Committee, while EURES representatives were selected for the Cross-Border Working Group.

The workshops mainly provided an opportunity to share experiences from EURES cross-border partnerships and to consult experts, who presented their recommendations concerning the establishment and operation of a new partnership.

A copy of the attendance list is enclosed in Appendix No. 21.

The organisation costs of the seminar represent Poland's own contribution to the EURES grant.

Beneficiaries of the activity:

Managers and EURES staff of labour offices from the border region of Poland, the Czech Republic and Slovakia and representatives of the Beskidy Chamber of Crafts and Enterprise in Bielsko-Biała, the Professional Development Centre in Katowice, the Council of the All-Poland Alliance of Trade Unions in Katowice, the Consulate General of the Republic of Poland in Ostrava and the Beskidy Euroregion.

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

A decision was adopted during the seminar to take steps conducive to cross-border cooperation within the EURES framework with a view to establishing in the future the cross-border partnership EURES-T Beskidy. The future Steering Committee and Cross-Border Working Group were established.

The seminar was attended by:

On the part of Poland – the EURES Manager and the EURES Assistant Manager from the Ministry of Economic Affairs and Labour, 15 representatives of the Voivodeship Labour Offices from Śląskie, Opolskie and Podlaskie Voivodeships, 13 representatives of the Poviats Labour Offices from the Śląskie Voivodeship (managers and EURES Assistants).

On the part of the Czech Republic – the EURES Manager from the Ministry of Labour and Social Affairs, 3 representatives of the Regional Labour Offices, 6 directors of the Local Labour Offices.

On the part of Slovakia – the EURES Manager and the Director of the Centre for Labour, Social Affairs and Family, 6 representatives of the Local Labour Offices (directors and EURES Advisors).

On the part of Germany – 2 Coordinators of EURES cross-border partnerships.

On the part of local labour market partners – 5 representatives of a trade union, a crafts chamber, a vocational training institution, a Polish consulate in the Czech Republic and the Beskidy Euroregion.

The objective of the seminar was achieved.

Describe how activity has been evaluated:

The activity should be positively evaluated in view of the fact that cross-border activities have been planned by labour offices from the three countries to be implemented within the EURES framework in the subsequent year.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

The seminar demonstrates that cross-border cooperation within the EURES framework should commence with the cooperation between labour offices from the border region and then be extended to include social partners who can effectively contribute to increasing mobility on the region's cross-border labour market.

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It should be emphasised that the cooperation between the region's labour offices has been developing well as demonstrated by joint activities undertaken to date.

Appendix:

No. 21. – Copies of the attendance lists of the seminar.

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EURES guidelines 2004-2007 priority N°:	No. 10 - Provide appropriate information and communication about EURES to the public, to the social partners and other relevant actors.
Name and N° of the activity:	<i>No. 20 - Development and purchase of EURES marketing materials addressed to job seekers and the unemployed.</i>
Implementing body:	Ministry of Economic Affairs and Labour, Labour Market Department
Partners:	N/A
Date/Dates:	June 2004 to March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The activity was to comprise developing a graphic design of EURES promotional materials intended for jobseekers as well as producing and distributing these materials to EURES Advisors and Assistants based with Voivodeship and Poviats Labour Offices.</p> <p>Objective: Develop appropriate materials for promoting EURES services among jobseekers and the unemployed through all labour offices.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>A workshop was held for EURES Advisors during one of the training courses to determine the type and nature of promotional materials to be developed for jobseekers.</p> <p>The activity consisted of developing a graphic design for EURES leaflet intended for jobseekers (two types), A4 and A5 notebooks, cardboard holder for pens, stickers (30x40 cm), A4 stickers, cardboard folder, three-part wall calendar, desk calendar, poster calendar (70x100 cm), A3 poster, poster featuring a map of EEA states (70x100 cm), and EURES brochure. To this end, two work-for-hire contracts were signed with a design specialist (copies are enclosed in Appendix No. 22).</p> <p>Graphic designs for three-part wall calendar, desk calendar, poster calendar (70x100 cm), poster (70x100 cm) and poster featuring a map of EEA states (70x100 cm) were developed but not produced. They will nevertheless be used in the production of promotional materials in the second half of 2005.</p> <p>An order was subsequently placed for the production of two types of a EURES leaflet intended for jobseekers, an A3 poster and small and medium-sized leaflet stands.</p> <p>The Ministry's print shop distributed promotional materials to 16 voivodeship and 338 poviats employment offices. The materials were used in implementing the activity No. 21.</p> <p>Copies of the majority of promotional materials are enclosed in Appendix No. 23.</p>	
Beneficiaries of the activity:	
The unemployed and jobseekers.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
<p>The activity produced the following deliverables:</p> <ul style="list-style-type: none"> - 503,025 copies of the EURES leaflet (type 1); - 390,000 copies of the EURES leaflet (type 2); - 7,650 copies of the EURES poster; - 68 small-sized leaflet stands; - 3 medium-sized leaflet stands. <p>The objective of the activity was achieved.</p>	

Describe how activity has been evaluated:

The activity should be highly evaluated in view of professionally and aesthetically designed promotional materials for employers. The usefulness of EURES promotional materials is demonstrated by the fact that visits to the national EURES website have been increasing from month to month.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

The production of promotional materials intended for jobseekers is an indispensable feature of the EURES marketing strategy. Taking into account the size of Poland's population and the number of potential EURES clients, it is necessary to produce sufficient volumes of such materials for use by all labour offices in Poland. These materials help an increasing number of Poles in making a safe and informed decision about going abroad for work.

Appendices:

No. 22 – Copies of two work-for-hire contract with a design specialist for the development of a graphic design of the EURES leaflet for jobseekers and other EURES promotional materials, including working timesheets.

No. 23 – Copies of promotional materials – two types of the EURES leaflet.

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EURES guidelines 2004-2007 priority N°:	No. 10 - Provide appropriate information and communication about EURES to the public, to the social partners and other relevant actors.
Name and N° of the activity:	<i>No. 21 - Promotion of EURES services among job seekers and other interested persons through presentations, participation in job fairs and exchanges.</i>
Implementing body:	Voivodeship Labour Offices from all over Poland
Partners:	Self-Government Authorities at Voivodeship and Poviast Levels, Poviast Labour Offices, Social Partners (Trade Unions), Gmina Information Centres, Academic Career Offices, Voluntary Labour Corps, European Information Centres, Media
Date/Dates:	May 2004 - March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>The following was planned for implementation of the activity:</p> <ul style="list-style-type: none"> - distributing information and advertising materials to social partners and individuals interested in EURES services; - organising meetings with social partners for dissemination of the EURES agenda (presentations) and providing interested individuals directly with information on EURES services; - meeting groups of potential clients interested in seeking jobs in EEA states; - establishing cooperation with the media, publishing regular articles in the local press, broadcasting presentations on regional radio and TV stations; - operating EURES stands during job fairs and exchanges; - organising open days to present opportunities offered by the European labour market; - participating in workshops for the unemployed organised by Poviast Labour Offices; - operating consultation desks at the premises of labour offices; - organising information meetings for tertiary college students; - purchasing 16 multimedia projectors to provide the means for the EURES staff to deliver multimedia presentations. <p>Plans included the organisation of about 195 information meetings and workshops, the participation of the EURES staff in about 55 job fairs and exchanges and the distribution of information materials to about 1,500 institutions, social partners and other labour market partners.</p> <p>Objective: Promote EURES services and increase the awareness of opportunities offered by European labour markets among the Polish public. Increase the interest of the Polish public in transnational mobility.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<u>Dolnośląskie Voivodeship</u>	
<ol style="list-style-type: none"> 1. 5 information meetings were organised for students in the final year of secondary school concerning EURES services and other topics related to the free movement of persons and services in the EU. A total of about 600 individuals participated in the meetings. 2. A meeting was organised for the unemployed intending to take up self-employment concerning options for providing services in the EU. A total of 9 individuals participated in the meeting. 3. Labour market partners were provided with EURES marketing materials and an invitation to cooperate within the EURES network. The materials were supplied to about 60 labour market partners and 26 Poviast Labour Offices. 	

4. Jobseekers (interested in foreign employment) were provided during information meetings with leaflets on EURES services.
5. Participation in the two-day job fair “Profesja”, during which the EURES stand was operated by the EURES Advisor, the EURES Assistant and EURES Poviats Assistants.

Kujawsko-Pomorskie Voivodeship

1. EURES advertising materials were distributed during lectures intended for students and graduates of general secondary schools. The materials were also provided to EURES Poviats Assistants in connection with a seminar organised by the Voivodeship Labour Office in Toruń.
2. 2 EURES Assistants participated in the International Job Fair on 18 March 2005 in Gdańsk.

Lubelskie Voivodeship

The EURES marketing and communication strategy was targeted at appropriate groups and was implemented in the Lubelskie Voivodeship throughout the year. The activities undertaken consisted of:

- collecting, updating and posting EURES information on an ongoing basis on the websites of the Voivodeship Labour Office in Lublin and the region's Poviats Labour Offices and disseminating such information to other social partners;
- distributing information and advertising materials to all social partners and individuals interested in EURES services;
- organising meetings with social partners for dissemination of the EURES agenda (presentations) and providing interested individuals directly with information on EURES services;
- participating in meetings with potential clients interested in seeking employment opportunities in EU/EEA states that were organised by the Academic Career Offices, the Occupational Information and Career Planning Centres, the Gmina Information Centres and the European Information Centres;
- participating in two Open Day events organised by the Municipal Labour Office in Lublin.

Lubuskie Voivodeship

The activity consisted of:

- designing and producing a regional leaflet to promote the EURES network;
- participating in the International Job Fair on 18 March 2005 in Gdańsk.

A copy of the leaflet is contained in Appendix No. 24 .

Łódzkie Voivodeship

The activity consisted chiefly of representatives of the EURES staff from the Voivodeship Labour Office participating in media releases on job mobility. These comprised:

- local press – articles published in dailies such as *Wiadomości Dnia – Dziennik Łódzki*, *Express Ilustrowany* and the Łódź supplement of *Gazeta Wyborcza*;
- local TV stations – TV3 Regional Television, TOYA;
- local radio stations – Radio Łódź, Radio Classic, Radio Eska.

The EURES Advisor and the EURES Assistant participated in two job fairs organised by the Łódź supplement of the *Gazeta Wyborcza* daily, during which they provided EURES information by phone or directly to visitors of the fair as well as distributed EURES leaflets and information brochures.

The EURES staff also took part in a seminar organised by the Student Self-Government Council of the Łódź University, during which leaflets and information were distributed concerning the opportunities that have emerged for students following Poland's accession to the EU. Furthermore, the EURES Advisor participated in training courses organised by the Occupational Information and Career Planning Centres for students of the Ecology and Medical School (pharmacists and physiotherapists).

Małopolskie Voivodeship

The activities designed to promote EURES services in the Małopolskie Voivodeship comprised:

- providing the voivodeship's inhabitants and labour market partners with access to information on the EURES network by designing and producing a regional EURES leaflet for the Małopolskie Voivodeship;
- mailing promotional materials on EURES services to labour market partners such as institutions with large flow of clients;
- publishing information about EURES services in the regional press;
- organising 2 workshops and 8 meetings to disseminate information about EURES services, employment opportunities in EEA states and how to prepare for work abroad;
- promoting EURES services at 12 job fairs.

Mazowieckie Voivodeship

The activity consisted of the following:

- an information brochure was developed and produced (in 1,500 copies) to explain how to use EURES services (a copy is enclosed in Appendix No. 25);
- 8,000 copies of the EURES leaflet were developed and produced (a copy is enclosed in Appendix No. 26);
- EURES promotional materials were distributed to jobseekers by the EURES staff from the Voivodeship Labour Office in Warsaw on the occasion of 6 job fairs;
- EURES promotional materials were mailed to labour market partners;
- 2 representatives of the EURES staff participated in the International Job Fair on 18 March 2005 in Gdańsk;
- a EURES information meeting was organised for jobseekers in Białobrzegi.

During the above-mentioned events beneficiaries were provided with information about the functioning of the EURES network and the rules and conditions for taking up employment abroad.

Opolskie Voivodeship

The activity consisted of three information visits, including one to the Powiat Labour Office in Brzeg and two to the Gmina Information Centres in Praszka and in Rudniki. Information was provided during the visits concerning the goals and responsibilities of EURES and the operation and structure of the EURES network in Poland. Also discussed was how vacancy postings, requirements for candidates and CV specimens are circulated. Particular emphasis was made on the need to assist clients in navigating the websites www.eures.eu.int/eures and www.wup.opole.pl.

The Voivodeship Labour Office in Opole was co-organiser, together with the *Gazeta Wyborcza* daily, of the Job Fair that took place on 16 February 2005. A EURES stand was set up at the premises of the fair. Visitors were offered an opportunity to find out about current job vacancies, take advantage of guidance and information services concerning foreign employment and browse the website www.europa.eu.int/eures. Useful information was also available to employers, who were provided with special dossiers complete with EURES promotional materials.

On 18 March 2005, the EURES Assistant participated in the International Job Fair in Gdańsk with a view to gaining information on how the fair was organised and what steps were taken to promote EURES services and disseminate information. Several talks with representatives of foreign employers and EURES Advisors from EEA states were held during that visit.

Podkarpackie Voivodeship

Information meetings were organised in the Voivodeship Labour Office in Rzeszów, and in cooperation with its Branch Offices in Krosno, Przemyśl and Tarnobrzeg, for representatives of the European Information Centres, the Gmina Information Centres, the Student Career Offices and the Voluntary Labour Corps. Presentations were given during the meetings on the opportunities offered by the EURES network to seekers of foreign jobs and how the network operates in the Podkarpackie Voivodeship. Options were also discussed for cooperation in disseminating information materials and information on job vacancies and recruitment projects underway within the EURES network.

Furthermore, the EURES Advisor participated in EURES information meetings organised by the Student Career Offices of the School of Administration and Management in Przemyśl and the Ropczyce School of

Engineering and Management.

Podlaskie Voivodeship

The activity consisted of:

- participating in the Academic Job Days;
- setting up EURES stands for dissemination of promotional materials at the premises of the Podlaskie Voivodeship Office, the Białystok School of Public Administration and the Białystok University;
- delivering a multimedia presentation on EURES services for students;
- organising 3 workshops for the unemployed and jobseekers;
- promoting EURES services in local TV stations (a programme on how to look for legal employment), radio and the press.

Pomorskie Voivodeship

The activity consisted of providing labour market partners and jobseekers interested in foreign employment with information materials on EURES services.

The EURES staff participated in 8 job fairs in the Pomorskie Voivodeship, including a job fair for the Polish Army personnel.

2 advertisements of EURES services were produced for publication in the press.

Śląskie Voivodeship

The following activities were undertaken:

1. The EURES Poviats Assistants from 31 Poviats Labour Offices and 2 branch offices were provided with EURES promotional and information materials for distribution to the unemployed and jobseekers.
2. Promotional materials on the EURES network were mailed to 64 Gmina Information Centres and, additionally, information on how to take up employment abroad was provided to 25 Gmina Information Centres.
3. 12 workshops were organised in the Occupational Information and Career Planning Centres in Katowice, Częstochowa and Bielsko-Biała for seekers of foreign jobs concerning topics such as the free movement of persons, social security arrangements and living and working conditions. A total of 159 individuals participated in the workshops.
4. A presentation on the EURES network was given on 1 March 2005 at the conference “Młodzież na europejskim rynku pracy – szanse i możliwości” (*Young People on the European Labour Market – Chances and Opportunities*) organised by the EURONICK School Club of the Mikołaj Kopernik Post-Lower Secondary School Complex No. 6 in Ruda Śląska. The conference was attended by 300 students and teachers of post-lower secondary schools from the Ruda Śląska Poviats.
5. A presentation was given on the EURES network and the opportunities offered by the EURES website to employers and job and training seekers at the Pyskowitz Educational Fair organised by the Municipal Office of Pyskowitz on 18 March 2005. About 150 students in the final year of lower secondary school of the Gliwice Poviats took part in the fair.
6. On 22 March 2005, in cooperation with the Gmina Information Centre affiliated with the Regional Agency for Employment Foundation in Dąbrowa Górnicza, a presentation was given to 25 students in the final year of secondary school concerning the EURES network (how to seek for employment and educational opportunities in the EU using the EURES system).
7. Job vacancies currently available through the EURES system were presented during the Job Fair organised on 31 March 2005 by the Poviats Labour Office in Świętochłowice. The Fair was attended by about 600 jobseekers, 30 employers, 9 Poviats Labour Offices and 4 private employment agencies. Seekers of foreign jobs were also provided with a list of job vacancy websites and information leaflets from the EURES network and the Employment Promotion Office.

Świętokrzyskie Voivodeship

The activity was implemented through:

1. 4 meetings for the unemployed and jobseekers to promote the EURES agenda during the “EURES Powiat Days” event. 50 posters were produced to advertise the event (a copy is enclosed in Appendix No. 27). A total of 142 individuals participated in the meetings.
2. 2 EURES information meetings organised for graduates and tertiary college students during the Internet Job Fair. A total of 50 individuals participated in the meetings. CVs were received from 50 seekers of EU jobs and the EURES staff conducted 30 interviews for job vacancies advertised through the EURES network.
3. Development and production of 2 regional EURES leaflets and their distribution, together with other EURES information materials, to local authority bodies. Copies of both leaflets are contained in Appendix No. 27.
4. 8 articles and advertisements on EURES services published in the local press of the Świętokrzyskie Voivodeship.
5. Participation in 5 radio broadcasts promoting the EURES agenda.
6. Promotion of EURES services by the EURES Line Manager on the TV programme “O tym się mówi” (*The talk of the town*), which was broadcast on a regional TV station on 24 January 2005.
7. A EURES promotional meeting organised on 22 March 2005 in the Kielce University of Technology in cooperation with the student organisation AIESEC. Furthermore, the EURES candidate advisor gave an interview on the Kielce Regional Television concerning personnel strategies.
8. A series of 5 articles were written by the EURES staff of the Voivodeship Labour Office in Katowice and published in the local press (*Echo Dnia, Słowo Ludu*) to promote EURES by addressing issues related to the European labour market.

Warmińsko-Mazurskie Voivodeship

The activity consisted of developing a EURES-dedicated section of the website of the Voivodeship Labour Office in Olsztyn, transmitting job vacancies and current information to the Powiat Labour Offices and participating in EURES information meetings with the Gmina Information Centres and the Academic Career Offices.

Wielkopolskie Voivodeship

The EURES staff organised meetings dedicated to EURES for a variety of social and professional groups. Meetings were held with the Powiat Labour Offices, students, government and non-government organisations and jobseekers. The EURES Advisor and the EURES Assistant promoted EURES at job fairs organised in the territory of the voivodeship by providing all those interested with job vacancies, information on working conditions in EEA states and assistance in filling out job applications.

The EURES Advisor also participated in the International Job Fair that took place on 18 March 2005 in Gdańsk.

Furthermore, an order was placed for pens with the EURES logo and EURES information materials were developed.

Zachodniopomorskie Voivodeship

EURES information materials, complete with a cover letter, were mailed to 466 labour market partners and other institutions with a view to disseminating information on EURES services and inviting them to cooperate.

2 seminar meetings were organised for tertiary college students from the Zachodniopomorskie Voivodeship. The meetings were advertised in the local press.

The first meeting under the title “EURES – Międzynarodowa Sieć Pośrednictwa Pracy – czyli wszystko co powinieneś wiedzieć zanim wyjedziesz do pracy za granicą” (*EURES – an International Job Agency Network – all you need to know before you go for work abroad*) was held on 16 March 2005 during the 3rd Academic Job Fair at the Koszalin Technical University. A total of 82 individuals participated in the meeting.

Another seminar meeting was held on 19 March 2005 in Szczecin under the title “EURES – międzynarodowe pośrednictwo i doradztwo europejskie, czyli wszystko, co powinieneś wiedzieć myśląc o pracy za granicą” (*EURES – international agency and EU Advisory services – all you need to know when considering*

employment abroad). The seminar was organised as part of the Education and Job Exchange at the Szczecin International Fair. A total of 21 individuals participated in the seminar. Furthermore, a EURES information desk was set up during the 3rd Academic Job Fair in Koszalin and the Education and Job Exchange in Szczecin.

The EURES staff also participated in the Education and Information Fair organised by the Voluntary Labour Corps on 11 October 2004 in Szczecin and Koszalin under the title “Z nami sukces jest możliwy” (*Success is possible with us*). Information meetings were organised during the fair for young people and information desks were set up to provide information on EURES and foreign employment.

EURES information was posted on the website of the Voivodeship Labour Office in Szczecin. The website contains job vacancies, ongoing information on recruitment projects and training courses for the EURES staff in the voivodeship and other news.

EURES information desks were set up on a permanent basis at the premises of the Occupational Information and Career Planning Centres in Szczecin and Koszalin. Clients of these two Centres are provided with access to the Internet, including EURES information databases.

Information on EURES services regularly featured throughout the year in the local press (*Kurier Szczeciński* and *Głos Koszaliński* dailies). The publications typically concerned EURES, recruitment projects underway and information on how to search for job abroad. Articles discussing the operation and organisation of the EURES network and the activities undertaken by the EURES staff were also published in the Information Bulletin of the Voivodeship Labour Office in Szczecin.

The multimedia projectors for EURES Advisors were not purchased because EURESco reduced the amount allocated for the purchase of the projectors when verifying the application for the EURES grant. In consequence, it was impossible to proceed with the purchase.

Beneficiaries of the activity:

Jobseekers, graduates, students, social partners and other labour market partners.

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

Dolnośląskie Voivodeship

Over 600 individuals, mostly young people and students, attended the 6 meetings. The meetings provided them with knowledge about the EU labour market, the recognition of education qualifications in the EU, the setting up of a business in the EU and EU programmes intended for young people.

The marketing materials and invitations for cooperation distributed to labour market partners provided an opportunity to establish contact with 60 institutions and 26 Poviats Labour Offices.

Participants of job fairs were provided with information on job vacancies and how to search for employment using the EURES network. The stand was visited by an estimated 2,000 individuals.

Kujawsko-Pomorskie Voivodeship

The activity produced the following deliverables: 1 meeting with students (lecture), 1 meeting with graduates of general upper secondary school (lecture), the establishment of contacts with EURES Advisors, the acquisition of information materials during the International Job Fair in Gdańsk and the distribution of EURES advertising materials.

Lubelskie Voivodeship

Meetings and presentations were organised according to the demand. The EURES Advisor and the EURES Assistant participated in about 20 meetings. Cooperation was established with the media, resulting in regular publications in the local press (a total of 15 publications in various newspapers) and broadcasts on the regional radio and TV stations.

The EURES staff also participated in job fairs organised by the Academic Career Offices. During the fairs presentations were given for students and graduates interested in employment opportunities in EU/EEA states and EURES stands were set up, at which the EURES Advisor and the EURES Assistant were available to answer questions and distribute advertising materials. While the objectives have been achieved as intended, we believe these are long-term objectives and the activities should not be discontinued.

Lubuskie Voivodeship

A EURES leaflet was designed and produced (1,000 copies).

The acquisition of knowledge on the organisation of the Job Fair, the establishment of contacts with EURES Advisors from other countries and the expansion of knowledge on the functioning of labour markets elsewhere in Europe.

Łódzkie Voivodeship

The activity led to the EURES information reaching a wide audience.

The EURES stand at the job fair was visited by a large number of jobseekers.

Małopolskie Voivodeship

A regional EURES leaflet was designed and produced (3,000 copies).

About 300 letters, complete with EURES information materials, were mailed to labour market partners. 3 articles on EURES were published in the regional press. In several instances, EURES information was disseminated for free in the media not only at local but also at national level.

About 200 individuals participated in 2 workshops and 8 information meetings.

The EURES staff participated in 14 job fairs to promote the EURES network.

Mazowieckie Voivodeship

1,500 copies of the EURES information brochure and 8,000 copies of the EURES leaflet were developed and produced.

Information materials were distributed to participants of 6 job fairs and exchanges. An estimated several thousand visitors were provided with information.

The International Job Fair in Gdańsk provided an opportunity to establish direct contact with EURES Advisors and employers from the UK, Ireland, Sweden and Norway.

As well as familiarising jobseekers with the goals and principles of EURES operations, these activities provided an opportunity to establish contact with foreign employers and EURES Advisors. For some jobseekers, these contacts ended with employment.

Opolskie Voivodeship

The staff of the three visited institutions were provided with an opportunity to acquire or expand their knowledge on the EURES network. The activities undertaken contributed to increasing the operating efficiency of the system for sharing information among the Voivodeship Labour Office in Opole, the Powiat Labour Offices and the Gmina Information Centres.

The job fair provided an opportunity to disseminate information on EURES services among the voivodeship's inhabitants. Information published in the media in connection with the job fair reached people who would otherwise remain unaware of the EURES network. The job fair was very popular, attracting an estimated several thousand visitors.

The participation in the International Job Fair in Gdańsk provided an opportunity to establish new contacts and acquire information on how job fairs are organised in other regions and what the needs are of jobseekers.

Podkarpackie Voivodeship

A total of 70 representatives of institutions and organisations and staff of the Branch Offices of the Voivodeship Labour Office in Rzeszów participated in information meetings. Information on the functioning of the EURES network was provided to a wide spectrum of institutions and social partners.

Cooperation was established with participants of the information meetings. As part of this cooperation, 100 packets of EURES promotional materials were mailed to the institutions concerned. Furthermore, they are regularly provided with information on job vacancies and recruitment projects underway.

Podlaskie Voivodeship

The establishment of 3 EURES information stands provided an opportunity to advertise EURES services to students. Leaflets and other promotional materials were distributed.

A total of 286 students attended the multimedia presentation “EURES – European Employment Service”. Each participant received a set of paper materials concerning EURES and how to access the European labour market.

The participation in the 3 workshops organised at the premises of the Office contributed to deepening the knowledge of mobility and EURES services. A total of 7 individuals participated in the meetings.

EURES advertising materials were mailed or delivered in person to 14 Poviats Labour Offices, 4 Academic Career Offices and 18 Gmina Information Centres.

Pomorskie Voivodeship

Participants of the job fairs were provided with information about job vacancies available through the EURES network and information materials concerning the opportunities offered by EURES. An estimated 7,000 people visited the EURES stand during the 8 job fairs.

2 advertisements of EURES services were published in the press.

Śląskie Voivodeship

The presentation and promotion of the EURES network among seekers of foreign jobs. The dissemination of EURES services. An increase of interest in job mobility among jobseekers.

The quantitative deliverables of individual activities are presented below:

1. 32 packets of EURES promotional materials mailed to the Poviats Labour Offices.
2. 89 packets of EURES promotional materials mailed to the Gmina Information Centres.
3. 12 workshops attended by 159 participants in Katowice, Częstochowa and Bielsko-Biała.
4. 300 participants of the conference in Ruda Śląska.
5. 150 students participating in the education fair in Pyskowice.
6. 25 secondary school students participating in the presentation on EURES.
7. 600 jobseekers, 30 employers, 9 Poviats Labour Offices and 4 private employment agencies were provided with EURES information during the job fair in Świętochłowice.

Świętokrzyskie Voivodeship

The quantitative deliverables of individual activities are presented below:

1. 4 meetings for 142 unemployed and jobseekers during the “EURES Poviats Days” event. Production of 50 information posters.
2. 2 EURES promotional meetings for graduates and tertiary college students during the Internet Job Fair – 50 participants, 50 CVs, 30 interviews.
3. 1,800 regional EURES leaflets. 21 packets of promotional materials mailed to local authority bodies.
4. 8 articles and advertisements on EURES services.
5. 5 radio broadcasts promoting the EURES agenda.
6. Participation in a TV programme.
7. 1 promotional meeting at the Kielce University of Technology and 1 interview.
8. A series of 5 articles published in the local press to promote EURES.

Warmińsko-Mazurskie Voivodeship

In view of the reduced time limit for utilising the EURES grant, some visits were conducted without using the grant funds (e.g. visits to the Gmina Information Centres).

EURES promotional materials were supplied to the staff of partner institutions on the occasion of their visits in Olsztyn or field trips made by the EURES staff in connection with other business. For this reason, shipment and business trip expenses are lower than planned.

Wielkopolskie Voivodeship

The EURES staff of the Voivodeship Labour Office in Poznań participated in 4 meetings with students, 2 meetings with the labour office staff, 2 meetings with government and non-government organisations and 6 meetings with jobseekers. A total of 892 individuals participated in these meetings.

Furthermore, the EURES Advisor and the EURES Assistant participated in 2 job fairs organised within the EURES network. The promotion of EURES was also conducted at the education fair in Poznań.

Interested individuals were provided with promotional and information materials during these meetings.

An order was placed for 100 pens with the EURES logo.

Zachodniopomorskie Voivodeship

The activity resulted in distributing EURES information materials to 466 of the market's most important organisations and institutions. Permanent cooperation was also established with tertiary education establishments and youth organisations, which were offered ongoing access to EURES information.

Materials on EURES and foreign employment opportunities were available at the EURES information stand for visitors of the 3rd Academic Job Fair, the Education and Job Exchange and the Education and Information Fair in Koszalin and Szczecin. Seminars were organised that were attended by 103 students.

Furthermore, all clients of the Occupational Information and Career Planning Centres in Szczecin are provided with ongoing access to EURES services and assistance from EURES candidate advisors. Clients of the Poviast Labour Offices are also provided with direct access to EURES Assistants and ongoing information.

Describe how activity has been evaluated:

Dolnośląskie Voivodeship

Meetings with young people and students enjoyed high popularity as demonstrated by the number of individual conversations held following the meetings.

The representatives of labour market institutions evaluated the activities and the materials disseminated during the meetings to be useful in seeking foreign employment opportunities. An increase was recorded in phone and e-mail contacts following the distribution of leaflets with address details and basic information on EURES services to clients.

Kujawsko-Pomorskie Voivodeship

The activity was positively evaluated. Attendance lists of the meetings and a distribution register of promotional materials were produced.

Lubelskie Voivodeship

The participants of the meetings assessed the promotional and information campaign to be both called for and engaging. Those who learned about EURES from the press suggested the need to continue and expand press releases on EURES.

Lubuskie Voivodeship

The distribution of the leaflet met with a positive feedback.

A report on the participation in the Job Fair was produced.

Łódzkie Voivodeship

The activity was implemented over a long period, demonstrating a huge demand for information about the EURES system.

The EURES seminars and information meetings conducted using multimedia devices can be very well evaluated.

Małopolskie Voivodeship

The activities were positively evaluated. Attendance lists of the meetings and a distribution register of promotional materials were produced. Copies of regional press releases about EURES were produced.

Mazowieckie Voivodeship

The activity was positively evaluated, with several thousand people participating in job fairs and exchanges and information materials being distributed to all those interested. Some of the participants submitted their applications and were invited to job interviews.

Opolskie Voivodeship

The activities that were implemented constituted basic EURES tasks. The dissemination of information to reach the widest possible audience provides a basis for promoting EURES services and increasing public awareness of employment opportunities in Europe.

Podkarpackie Voivodeship

The activity achieved positive results as demonstrated by regular contacts with partner institutions to promote EURES and inform them about recruitment projects underway.

Podlaskie Voivodeship

It is believed that the services and information provided about EURES were highly evaluated by the beneficiaries of the activities. This is demonstrated by the popularity of the EURES stands among students.

EURES presentations featured on TV and in the press contributed to increasing the awareness of EURES and expanding the knowledge of local communities about the access to European labour markets. This is demonstrated by numerous phone calls and e-mails received by the Voivodeship Labour Office in Białystok and direct visits from individuals interested in seeking a job through the EURES network.

Pomorskie Voivodeship

The activities should be positively evaluated as demonstrated by the huge popularity of the EURES stands during job fairs.

Śląskie Voivodeship

The memos of the meetings and attendance lists of the workshops were produced and were attested by the EURES Line Manager.

Świętokrzyskie Voivodeship

A report was produced on the Internet Job Fair and meetings with students and graduates. The press releases were archived.

Warmińsko-Mazurskie Voivodeship

The activity should be positively evaluated, with materials being distributed on ongoing basis according to the needs of individual poviats. Insofar as possible, visits were made to the poviats. Information was shared and EURES services were promoted on ongoing basis in the voivodeship's higher education establishments.

Wielkopolskie Voivodeship

In view of the need to promote EURES among beneficiaries, the activities should be positively evaluated. The seekers of foreign jobs who are provided with access to necessary information on working and living conditions in EEA states are better able to make an informed decision about whether to go abroad for work. The activity also contributes to the development of professional qualifications of the EURES staff by requiring them to collect information and prepare presentations.

Zachodniopomorskie Voivodeship

The activity should be very positively evaluated. The advertising campaign was effective in strengthening the awareness of EURES among the beneficiaries of the activity.

Interest in foreign jobs and EURES services is fairly high among young people and students as demonstrated by an increase in the number of contacts and queries from young people interested in foreign employment opportunities.

There is also fairly high interest in foreign jobs from the long-term unemployed who have no command of any foreign language. These individuals are mainly interested in seasonal jobs in agriculture or construction industry. Some of them already have the necessary experience of seasonal work abroad, which they have acquired while working in Germany.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

Dolnośląskie Voivodeship

In view of the high demand, it is advisable to continue information meetings and workshops intended for young people, students or entrepreneurial individuals wishing to plan their career path abroad. The workshop format provides participants with an opportunity to participate actively in discussions, share experiences and study individual cases. Furthermore, clients often request an individual meeting in the follow-up to a group meeting. Such meetings often provide a different perspective on client needs, leading to the modification of how information is communicated.

Contacts with labour market partners have a huge impact on the scope of services provided by the EURES staff. The maintenance of contacts with labour market partners will contribute to promoting the EURES network. As such, it should become one of the priority activities in the future.

In view of the need to communicate job vacancies to a wide circle of clients interested in foreign jobs, the participation in job fairs and the operation of an information desk will undoubtedly be continued.

Kujawsko-Pomorskie Voivodeship

Information was acquired on the needs of all beneficiaries of the activities, including in particular information about the knowledge of EURES among the beneficiaries. Furthermore, the EURES staff will be regularly informed by partners of the demand for EURES promotional materials.

Lubelskie Voivodeship

Activities of this type are of key importance in the initial period of operation of the EURES network. It is important to ensure that all potential EURES clients are aware of the existence of, and the assistance available through, the network. The implementation of the activity provided information on who, when and to what extent is a client of the EURES service. Certain regularities have been noted:

- job fairs organised by the Career Offices attract young people still at school, who intend to benefit from the EURES assistance in the future;
- the unemployed rarely participate in meetings or job fairs, choosing to keep track of job offers and articles published in the press;
- employers typically choose to participate in meetings organised by foundations or associations, e.g. meetings of the “Economic Forum” type.

Lubuskie Voivodeship

The distribution of leaflets is an effective method of reaching interested parties. It would be advisable in the future to analyse the content of leaflets, taking into account the questions most frequently asked by clients.

The participation in the Gdańsk Job Fair provided an opportunity to gain comprehensive knowledge of topics such as job migration, functioning of the EURES network elsewhere in Europe and expectations of jobseekers participating in the fair.

Łódzkie Voivodeship

The activities provided evidence of the huge role of the media in providing and communicating information about EURES. Local press, radio and TV stations provide an important source of information and the easiest way of reaching potential EURES clients. For this reason, the media should become one of the partners collaborating in the implementation of similar activities in the future.

It would also be advisable to develop an effective method of cooperation with institutions such as the Poviats Labour Offices or the Voluntary Labour Corps to ensure ongoing supply of EURES information to those public employment services that are in permanent and direct contact with the unemployed and jobseekers.

Małopolskie Voivodeship

Very popular were information meetings and workshops for individuals considering the possibility of seeking a job in EEA states. The publication of paid advertisements in the media ensured reaching a wide range of clients.

A clear division of authorities and responsibilities between EURES Advisors and Assistants will provide a

basis for reaching clients and implementing activities in an effective manner.

Mazowieckie Voivodeship

Considering the huge popularity it enjoyed among beneficiaries, the activity should be continued in the future.

Opolskie Voivodeship

The implementation of the marketing and communication strategy has an effect of bringing together those who seek information and those who provide it. The larger the circle of the institutions informed about opportunities offered by EURES, the more people will be provided with fast access to the information they need.

Demand for information about living and working conditions in EU/EEA states among individuals and institutions provides an incentive for increasing efforts to disseminate information about EURES services to the widest possible audience and engage partners in this process.

Podkarpackie Voivodeship

Information meetings provided an opportunity for direct presentation of the EURES offer to institutions and organisations that may promote EURES services among its clients. It is important that, in addition to the information part, such meetings also feature a practical presentation about how jobs can be independently searched for using the EURES network and how application documents should be filled out and submitted.

Podlaskie Voivodeship

The involvement of the regional and local media is an important factor.

Pomorskie Voivodeship

In view of the need to communicate information about the EURES system to a wide circle of clients interested in foreign jobs, the participation in local job fairs will undoubtedly be continued in the future.

Śląskie Voivodeship

In view of the difficulty in predicting the number of job fairs organised in the voivodeship, it is difficult to budget expenses for this purpose.

Świętokrzyskie Voivodeship

It should be emphasised that the participation in the Internet Job Fair provides a different perspective on the problems of job seeking and the expectations of jobseekers regarding employment opportunities in the EU. The knowledge disseminated to these people may help address erroneous stereotypes, attitudes and behaviours.

In view of the social impact and capacity of the mass media for creating the reality, it would certainly be worthwhile to continue regular meetings with the media in the future.

Even more attention should be paid in the future to promotional activities at a powiat level, i.e. meetings should be organised with jobseekers and young people from smaller towns to present the opportunities offered by EURES.

Warmińsko-Mazurskie Voivodeship

Direct contacts provide the best means to disseminate information and hence should be continued in the coming months.

Wielkopolskie Voivodeship

Information meetings with a variety of social and professional groups feature as a very important element of the work of the EURES staff. During these meetings, participants are provided with necessary information. While the activity should continue unchanged, more attention should be paid in the future to client groups such as students or seekers of seasonal jobs, since these are groups with the most interest in foreign jobs.

Zachodniopomorskie Voivodeship

Young people are seen to be very interested in foreign jobs. Seasonal jobs are popular among young people still at school, while college students are often ready to take a one-year sabbatical in order to go abroad in search for a job in EEA states. For this reason, contacts should be intensified with this group of beneficiaries to prepare them for a foreign trip and provide them with necessary information.

In the case of the long-term unemployed, emphasis should be on making them aware of differences in culture

and working and living conditions. In particular, they should be provided with instruction in the language of the country where they may potentially find employment.

Appendices:

No. 24. – Regional EURES leaflet from the Lubuskie Voivodeship.

No. 25. – EURES information brochure.

No. 26. – Regional EURES leaflet from the Mazowieckie Voivodeship.

No. 27. – 2 leaflets and 1 EURES poster from the Świętokrzyskie Voivodeship.

Annual report – Final report - detailed description of EURES activities in POLAND
 within May 2004 – March 2005 (part II) – Enclosure 1.2
 Ministry of Economic Affairs and Labour
 Labour Market Department

EURES guidelines 2004-2007 priority N°:	No. 10 - Provide appropriate information and communication about EURES to the public, to the social partners and other relevant actors.
Name and N° of the activity:	No. 22 - Workshops on living and working conditions in the UK
Implementing body:	1. Voivodeship Labour Office in Warsaw 2. Ministry of Economic Affairs and Labour, Labour Market Department
Partners:	1. Jobcentreplus from the UK, FAS from Ireland, AETAT from Norway and AMS from Sweden 2. Jobcentreplus from the UK and the Lithuanian Labour Exchange from Lithuania
Date/Dates:	1. 14 October 2004 2. 9 November 2004
Short description of the planned activity including the objectives (as per grant agreement):	
<p>Two workshops were planned under the title “Życie i Praca w Wielkiej Brytanii” (<i>Life and Work in the United Kingdom</i>) for jobseekers and the EURES staff.</p> <p>Objective:</p> <ol style="list-style-type: none"> 1. Provide seekers of jobs in the UK with information about various aspects of relocation to the UK to assist them in making an informed decision about going abroad for work. Address information barriers related to the life and work in EEA states. 2. Provide knowledge necessary for instructing Polish jobseekers about various aspects of life and work in the UK. 	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>For implementation of the activity, two workshops were organised under the title “Życie i Praca w Wielkiej Brytanii” (<i>Life and Work in the United Kingdom</i>) with the participation of EURES Advisors from Jobcentreplus, UK.</p> <p><u>The first workshop</u> was held on 14 October 2004 as a supporting event to the International Job Fair – Warsaw 2004.</p> <p>Lectures for jobseekers visiting the fair were given by the UK EURES Advisors. The lectures were part of a series of presentations delivered that day.</p> <p>In addition to presentations from the UK, there were also presentations on living and working conditions in Ireland, Norway and Sweden that were given by EURES Advisors from these countries.</p> <p>This workshop series attracted high attendance. As the workshop was organised as a supporting event to the International Job Fair – Warsaw 2004, no funds were expended from the EURES grant.</p> <p><u>The second workshop</u> was held on 9 November 2004 during a pre-training session for EURES candidate advisors.</p> <p>The workshop was intended for the EURES staff from the Voivodeship Labour Offices and EURES Assistants from the Poviats Labour Offices of the Podlaskie Voivodeship.</p> <p>The workshop was accompanied by a presentation on living and working conditions in Lithuania, which was given by a Lithuanian EURES Advisor.</p> <p>A copy of the attendance list is enclosed in Appendix No. 28.</p> <p>The participants of both workshops were provided with information materials and presentations in the printed version. Additionally, presentations given during the second workshop were posted on the national EURES website (in the section accessible to the Polish EURES staff through a password).</p>	

Annual report – Final report - detailed description of EURES activities in POLAND
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Ministry of Economic Affairs and Labour
Labour Market Department

<p>The cost of the second workshop represents <u>Poland's own contribution</u> to the EURES grant.</p>
<p>Beneficiaries of the activity:</p> <ol style="list-style-type: none">1. The unemployed and jobseekers from the Mazowsze region.2. EURES Advisors and Assistants from the Voivodeship Labour Offices and EURES Assistants from the Poviats Labour Offices of the Podlaskie Voivodeship.
<p>Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:</p> <ol style="list-style-type: none">1. The presentations on living and working conditions in the UK, Ireland, Norway and Sweden were attended by about 280 individuals.2. The workshops on living and working conditions in the UK and Lithuania were attended by 47 representatives of the EURES staff from the Voivodeship Labour Offices and 13 EURES Assistants from the Poviats Labour Offices of the Podlaskie Voivodeship. <p>The objective of the activity was achieved and the intended effect was additionally strengthened by inviting EURES Advisors from Ireland, Norway, Sweden and Lithuania to deliver the presentations.</p>
<p>Describe how activity has been evaluated:</p> <ol style="list-style-type: none">1. The activity was positively evaluated as demonstrated by high attendance at the workshops.2. The level of interest demonstrated during the workshops provided evidence of the advisability of organising such events.
<p>Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?</p> <p>The dissemination of information on living and working conditions in EEA states among EURES clients and labour office staff is an important factor influencing the ability of Polish nationals to make an informed decision about going abroad for work. The possession of such knowledge is helpful in avoiding disappointments and problems that may be encountered abroad.</p> <p>Activities of this type should, therefore, be continued and, if possible, expanded to include presentations on other EEA states.</p>

Appendix:

No. 28. – Copy of the attendance list of the workshop on living and working conditions in the United Kingdom and Lithuania on 9 November 2004.

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EURES guidelines 2004-2007 priority N°:	-----
Name and N° of the activity:	<i>No. 23 - Human resources development – training at the national level</i>
Implementing body:	Ministry of Economic Affairs and Labour, Labour Market Department
Partners:	Jobcentreplus from the UK
Date/Dates:	1. 23-24 June 2004 2. 8-9 November 2004
Short description of the planned activity including the objectives (as per grant agreement):	
<p>Two training courses were planned for the EURES staff.</p> <p>The following issues were to be addressed during the <u>first</u> course:</p> <ul style="list-style-type: none"> - analysis of the functioning of the EURES network in Poland in the first 4 months following Poland's accession to the EU; - up-to-date information on transition periods for access to the labour market applied by EU states towards Polish nationals; - analysis of a project implemented in Poland within the EURES framework. <p><u>The second course</u> was to be a pre-training course for new candidates for EURES Advisors, who were then to attend the EURES Initial Training 2004/2005.</p> <p>Objective:</p> <ol style="list-style-type: none"> 1. Provide up-to-date information about the functioning of the EURES network at national and transnational level. 2. Provide new candidates for EURES Advisors with the knowledge and skills that are necessary to prepare them for the EURES Initial Training. 	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p><u>First training course</u></p> <p>A training course under the title "Działanie sieci EURES w Polsce w drugim kwartale 2004 r. – szanse i zagrożenia" (<i>Functioning of the EURES network in Poland in the second quarter of 2004 – opportunities and threats</i>) was held on 23-24 June 2004 in Tomaszów k/Olsztyna. The training was attended by EURES Line Managers, EURES Advisors and EURES Assistants from the Voivodeship Labour Offices.</p> <p>The following topic were addressed during the training:</p> <ul style="list-style-type: none"> - activities implemented within the EURES network in the first 2 months following Poland's accession to the EU; - activities planned for the remaining part of the year and how they relate to the EURES Initial Training; - a report on the first Polish-UK international job fair held on 19-20 April 2004 in Łódź; - recruitment activities conducted by EURES Advisors within the EURES network; - the state of work on national EURES legislation; - the distribution of funds from the EURES grant among the voivodeships; - draft financial guidelines on the use of funds from the EURES grant; - a national EURES monitoring database; - EURES Initial Training 2004/2005; 	

- EURES mini standard;
- an electronic CV database of candidates for jobs in EEA states;
- development of the facts in Polish language about living and working conditions in EEA States;
- thematic working groups organised by EURESco;
- problems encountered during EURES operations in Poland and proposals on how to address them.

The training included marketing workshops, at which the EURES staff came up with a number of proposals concerning EURES promotional materials. These proposals provided a basis for producing EURES promotional materials referred to in the activities No. 8 and No. 20.

At the close of the training, a working group was convened to make preparations for two seminars on cross-border cooperation within the EURES framework. The first seminar was planned to take place on 26-27 August 2004 in the border area of Poland, the Czech Republic and Slovakia. The second seminar was planned to take place on 10 December 2004 in the Polish-German border area near the town of Słubice.

Both seminars were held as planned. A copy of the attendance list is enclosed in Appendix No. 29 .

Second training course

A pre-training session for candidates for EURES Advisors was held on 8-9 November 2004 in Wigry. The pre-training was attended by EURES Candidate Advisors, EURES Advisors and EURES Assistants from the Voivodeship Labour Offices. Assistants from the Poviats Labour Offices of the Podlaskie Voivodeship (where the venue of the training was located) participated in part of the training.

The pre-training programme was developed in accordance with EURESco guidelines. Its copy is enclosed in Appendix No. 30.

The EURES Manager and two EURES Advisors from Jobcentreplus in the UK were invited to conduct part of the pre-training. The pre-training was combined with the workshop on living and working conditions in the United Kingdom and Lithuania referred to under the activity No. 22.

Considering that the EURES Advisors had already been acquainted with a majority of issues related to the pre-training, a working group comprising all EURES Advisors was convened during the training to discuss the following topics:

- the EURES grant and how it should be distributed and expended;
- work on the development of a questionnaire to measure the level of client satisfaction with EURES services – to be used in the survey referred to under the activity No. 7;
- work on the development of a questionnaire to measure the demand for workforce from EEA states among Polish employers – to be used in the survey referred to under the activity No. 18.

The attendance list of the training is contained in Appendix No. 31.

The costs of both training courses represent Poland's own contribution to the EURES grant.

Beneficiaries of the activity:

EURES Advisors and Assistants from the Voivodeship and Poviats Labour Offices.

Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:

First training course

A total of 45 individuals participated in the training. The training was very important in view of the number of topics it addressed concerning EURES operations in Poland. As well as providing an opportunity for individual consultations, such training events are designed to share information and problems.

Second training course

A total of 47 individuals participated in the training, which served two purposes. The first was to provide pre-training to candidates for new EURES Advisors with the assistance from the UK-based EURES staff. The other was to develop questionnaires for two surveys to be conducted under the EURES grant and to clarify financial

issues related to how the grant funds should be expended by the voivodeships.

Both these objectives were fully met.

Describe how activity has been evaluated:

Both training courses should be positively evaluated in view of their contribution to the effective functioning of the EURES network in Poland over the subsequent months and the fact that candidates for EURES Advisors successfully completed the first phase of the EURES Initial Training.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

Working groups and workshops are very important elements of training as they provide an opportunity for EURES Advisors and Assistants to work together and the effects of such work are incommensurably higher compared with those of work at a distance. The evidence of that can be seen, for instance, in a wide variety of marketing materials proposed by the EURES staff as a result of the marketing workshop. Therefore, it is advisable in the future to combine training with working groups or workshops to continue achieving such good effects.

Appendices:

No. 29 – Copy of the attendance list of the training “Functioning of the EURES network in Poland in the second quarter of 2004 – opportunities and threats”.

No. 30 – EURES Pre-Training Programme.

No. 31 – Copy of the attendance list of the EURES Pre-Training.

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EURES guidelines 2004-2007 priority N°:	-----
Name and N° of the activity:	<i>No. 24 - Human resources development – training at the EU level</i>
Implementing body:	Voivodeship Labour Offices
Partners:	EURESCO and PriceWaterHouseCoopers training company
Date/Dates:	February – March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>To implement the activity, plans were made for 19 candidates for EURES Advisors to participate in the EURES Initial Training organised by EURESCO in accordance with the European Commission’s guidelines and for 13 EURES Advisors to participate in the EURES Advanced Training.</p> <p>Objective:</p> <ol style="list-style-type: none"> 1. Initial Training – to acquire the knowledge and skills required for effective functioning within the international EURES network. 2. Advanced Training – to acquire specialist knowledge from the nominated EURES Advisors, which will translate to the quality of services provided to EURES clients at home and abroad. 	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>In 2004, EURESCO allocated Poland 13 vacancies in the EURES Initial Training for EURES candidate advisors. The Polish candidates were divided into several language groups. As the training started in February 2005, a total of 7 individuals participated in the first phase of the training in the period from February to March 2005.</p> <p>The first group of 3 individuals participated in the training in Niece on 21-25 February 2005.</p> <p>The second group of 4 individuals participated in the training in Amsterdam on 7-11 March 2005.</p> <p>No activities were organised as part of the EURES Advanced Training and hence there were no participants from Poland.</p>	
Beneficiaries of the activity:	
Candidates for EURES Advisors.	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
The training equipped 7 EURES candidate advisors with the knowledge and experience necessary for carrying out EURES tasks and fulfilling the responsibilities of a EURES Advisor.	
Describe how activity has been evaluated:	
EURES candidate advisors produced reports on their participation in the training.	
Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?	
<p>While not being related to the analysed period of the budget year of the EURES grant, the note below is nevertheless important.</p> <p>EURESCO would be advised to consider the possibility of financing part of daily subsistence allowance of training participants from the EURES grant. The situation to date has been that travel expenses may be covered from the EURES grant. In accordance with the Vademecum these are air tickets, railway tickets and other fares for travel from the place of residence of a delegate to the airport, railway station or other station at the location of the training. Board and accommodation expenses are covered by organisers of the training. However, participation in the training involves the need to <u>travel within the city</u> from the airport, railway station or other station to the venue of the training. It is stated in the Vademecum that such expenses <u>do not qualify</u> as travel</p>	

expenses, but as subsistence expenses, and as such may not be covered from funds allocated under the “Travel” heading of the EURES grant.

At the same time, the Vademecum gives an option on how to settle expenses for foreign business trips. Namely, there is an option to follow either Vademecum rules or applicable national rules insofar as allowance limits set out in the Vademecum are not exceeded. Poland has chosen the latter option. In accordance with the rules in force in Poland, a delegate who is provided with full board is entitled to 25% of the subsistence allowance a day. Additionally, he/she is entitled to a one-day subsistence allowance to cover costs of travelling from the airport, railway station or other station to the place of performance of official duties, as well as a flat-rate allowance for city public transport corresponding to 10% of the subsistence allowance a day.

In summary, despite the fact that board and accommodation expenses are paid for by organisers while travelling expenses (air tickets) are covered from the EURES grant, there are certain costs included in the subsistence allowance that must be covered by Polish labour offices. For this reason, we submit for EURESco’s consideration a proposal to finance from the EURES grant, in addition to the expenses of travelling to the city where the training is held, part of the subsistence allowance to cover the expenses referred to above.

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EURES guidelines 2004-2007 priority N°:	-----
Name and N° of the activity:	<i>No. 25 - Activities within the EURES network – travel and maintenance expenses</i>
Implementing body:	Ministry of Economic Affairs and Labour - Labour Market Department, IT Department, Voivodeship Labour Office in Łódź
Partners:	EURESCO
Date/Dates:	May 2004 to March 2005
Short description of the planned activity including the objectives (as per grant agreement):	
<p>Participation was planned in 4 meetings of the EURES Working Party, in the conference “Mobility in an Enlarged Europe”, in a training course on the EURES grant and in 10 thematic working groups.</p> <p>The above events were planned by EURESCO.</p> <p>Objective: Enable efficient communication and information flow within the EURES network and ensure effective management of the national EURES network.</p>	
Description of the implementation of the activity, in particular if changes in the original project design have occurred during the implementation phase and explain possible financial implications:	
<p>As part of the activity, the EURES Manager participated in the following events:</p> <ul style="list-style-type: none"> - a meeting of the EURES Working Party on 27-28 May 2004 in Brussels; - a conference on Job Mobility in Europe on 18-19 June 2004 in Dublin; - an annual meeting of the EURES Working Party with coordinators of EURES cross-border partnerships and chairpersons of the Steering Committees on 21-22 October 2004 in Constance; - a training meeting on the management of the EURES grant on 16 November 2004 in Brussels; - a meeting of the EURES Working Party on 18-19 November 2004 in Hague; - a meeting of the EURES Working Party on 31 January and 1 February 2005 in Brussels. <p><u>Furthermore:</u></p> <ul style="list-style-type: none"> - the EURES Assistant Manager participated in a meeting of the working party on living and working conditions that took place on 10 March 2005 in Brussels; - the EURES Advisor from the Voivodeship Labour Office in Łódź participated in a meeting of the working party on EURES training that took place on 14 January 2005 in Brussels; - a staff member of the IT Department participated in 2 meetings concerned with integrating national IT systems with the EURES Web Services and other IT issues related to EURES. The meetings were held on 6 October 2004 and 2 March 2005 in Brussels. 	
Beneficiaries of the activity:	
EURES Manager, EURES Assistant Manager, EURES Advisor, Staff Member of the IT Department	
Name the quantitative and qualitative results or products, describe if and how objectives and expected outputs have been reached, or explain why they have not been reached:	
<p>The participation in the above-mentioned 10 meetings enabled efficient communication and information flow within the EURES network as well as ensuring effective management of the national EURES network in accordance with EURESCO guidelines. Another result was an effective integration of the IT system supporting Polish labour offices with the Web Services System.</p>	
Describe how activity has been evaluated:	

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A report was produced on each meeting.

Lesson learned from this activity/further follow-up necessary? Any adjustment of 3-years-activity- plan needed?

Participation in the above-mentioned meetings is necessary for proper management of the national EURES network.