

## Terms of participation in JCN workshops and field trainings

The “Developing knowledge-based European journalism relating to Europe’s neighbours” project includes 5 days’ long, free of charge, at least 4 training sessions (further: the trainings) organised in Poland and abroad, by the College of Europe, Natolin (further: CoEN or the Organiser) for the best performing online courses’ Users from the EU and ENP countries. Each training group will include up to 38 participants.<sup>1</sup>

The next edition of the training sessions will take place in late November 2019.

The Organiser reserves the right to change the above dates and/or to implement subsequent editions of trainings.

This document covers the organisation and qualification rules of the trainings.

1. The CoEN will confirm the dates of the next edition of trainings by 18 October 2019.
2. The trainings will consist of on-site workshops carried out by the CoEN on its campus in Natolin, Warsaw and field trainings carried out by the CoEN in Germany (for the participants from ENP countries) and Georgia (for the participants from the EU countries) with the support of cooperating partner institutions. The detailed agenda of the next edition of trainings will be provided by 31 October 2019.
3. The CoEN will cover the following costs of participating in the trainings:
  - a. Airfare to Poland, from Poland to Germany or Georgia (depending on the destination of the field trainings) and from Germany or Georgia to selected place of return (depending of the citizenship of the participant) – tickets will be purchased by the CoEN;
  - b. Local transportation/travel costs in Poland, Germany and Georgia, directly related to the implementation of the project;
  - c. Full board and lodging for the duration of the trainings;
  - d. Teaching materials.
4. The CoEN will not provide any pocket money or per diem allowances for the participants. All extra expenses will be covered by the participants.
5. The participant will cover the cost of the Polish visa (if applicable) and medical insurance policy.
6. The CoEN will provide a letter of support for the Polish (Schengen) visa applications of project beneficiaries qualified for the trainings, if needed. The CoEN does not guarantee, and takes no responsibility for, the result of the visa application process.

---

<sup>1</sup> The CoEN reserves the right to change the stipulated numbers, regarding the total number of qualified participants.



This project is funded  
by the European Union



College of Europe  
Collège d'Europe

Brugge



Natolin

A project implemented by  
Natolin Campus of the College of Europe

7. If the participant/User of e-learning courses who is qualified for the trainings resigns from the trainings (notifying CoEN later than 14 days before the launch of the trainings) or does not arrive at the workshops without prior notice, the CoEN will not cover any costs related to her/his training. By accepting these regulations and by confirming the flight reservation each participant declares that she/he will participate in the trainings within the period set out by the CoEN. In the event of unjustified or unexcused absence during the trainings within the above period (only apart from exceptional circumstances which could not have been foreseen) the CoEN reserves the right to demand immediate reimbursement of expenses already incurred (e.g. travel costs/board and lodging) for the participation in the project and organized training.
8. To be eligible for participation in the trainings, the participant shall meet the following conditions:
- a. s/he is at least 18 years of age and be a citizen of:
    - ENP East: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine;
    - ENP South: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine;<sup>2</sup>
    - EU countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.<sup>3</sup>
  - b. s/he provides personal data listed in Attachment 1 in an online form available in the User profile on the e-learning platform (further: the Profile), the required data could be extended.
  - c. s/he permits the CoEN to process her/his data for the purpose of qualification for, and organisation of the trainings by ticking the appropriate box in the Profile;
  - d. s/he agrees to this Terms of Participation by ticking the appropriate box in the Profile;
9. The data included in section 8b and the permission and acceptance included in section 8c, and section 8d must be provided before the final qualification for the trainings.

---

<sup>2</sup> This designation shall not be constructed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue

<sup>3</sup> Citizens from the UK must be aware of the fact that because of the *Brexit* procedure they might lose their eligibility status as beneficiaries from the EU, during their trainings. CoEN shall not be responsible for any trouble or problem *Brexit* may cause, including the financial consequences, if implemented by the EC.



This project is funded  
by the European Union



College of Europe  
Collège d'Europe

Brugge



Natolin

A project implemented by  
Natolin Campus of the College of Europe

10. The personal data provided by the participants are protected in compliance with the Act of 10 May 2018 on the Protection of Personal Data, in force in the Republic of Poland and in accordance with Article 13 Sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as GDPR.
11. There will be up to 60 eligible e-learning participants qualified for the trainings. The CoEN reserves the right to apply relevant country-specific number of places made available. If so decided, the CoEN may determine the final numbers of places available per country not later than by 10 October 2019.
12. Moreover, the final selection of participants - apart from the score obtained (position in the final ranking), country-specific numbers if assigned - includes also the selection on the basis of the educational level, professional experience and occupation of potential trainees. **Preference will be given to media professionals and media-related profiles**, notwithstanding higher points scores achieved by non-media related Users. The order of selection covers the following criteria:
- Media professionals with at least 2 years of experience (including freelancers and civic journalists);
  - Representatives of media-oriented NGOs and Analytical-Information/scientific centres or journalism teachers;
  - Students of media-oriented areas;
  - Students active in the field of media;
  - Other groups.
13. The CoEN reserves the right to consult all selected candidates with the Representatives of the European Commission (EC), the funding entity of the project. In case of particular recommendation/s provided by the EC, the CoEN may modify the final list of candidates; however not later than within 7 days from the date of the publication of the scoring results. Moreover, the CoEN reserves the right to reject those participants (notwithstanding the achieved number of points), who represent in particular the institutions, which: abuse directly or promote violations of human rights and fundamental freedoms, incite to contempt, discrimination, hate or violence in any form, commit violations of national or international law, especially the EU law, share and promote continuously uncertain, unreliable and misleading information, acting in bad faith.
14. To be qualified for the trainings, the eligible User must complete at least 1 obligatory course (5 such courses are made available). At the same time, each participant may



This project is funded  
by the European Union



College of Europe  
Collège d'Europe

Brugge



Natolin

A project implemented by  
Natolin Campus of the College of Europe

complete an unlimited number of courses, which have been made available on the e-platform of the project (obligatory and optional – 8 optional courses are made available) in order to score as many points as possible, and improve her/his final place in the project ranking.

15. Eligible Users will be qualified to participate in the trainings based on the point scores they obtain for the courses they complete (based on the ranking of total scores obtained before the deadline: 13 October 2019, 23:59 - Warsaw time) and in accordance with the selection criteria stipulated in section 8, 11, 12 and 13 of these regulations. The detailed scoring rules are included in HELP subsection of the Platform (visible after logging in).
16. The qualification procedure will consist of the following steps:
  - a. firstly, eligible Users from each ENP South, ENP East or EU country will be qualified within the limit of the assigned country numbers, if applicable; for every country, the CoEN will qualify the Users who are the citizens of this country and who have obtained the best scores i.e. the highest number of points obtained before the deadline set in section 15 above;
  - b. secondly, the CoEN will adopt relevant complementary criteria stipulated in sections 8, 11, 12 and 13 of these regulations;
  - c. thirdly, the CoEN may consult all candidacies with the EC and consequently publish the final ranking, as well as send formal invitations for the trainings to the selected participants.

If, following the above steps, fewer than the planned number of Users are qualified in any respective country, the CoEN could then qualify those eligible Users who obtained the best scores i.e. highest number of points (before the deadline set in point 15 above), regardless of their country of citizenship.

17. If the lowest qualifying score is achieved by more than one eligible User, the following rules will apply:
  - a. Firstly, the User who is a media professional or has a media-oriented profile, will qualify;
  - b. Secondly, if both Users fall into the category mentioned in point a. above, the User with the higher number of obligatory courses completed will qualify,
  - c. Thirdly, if the number of completed obligatory courses is also equal, the number of optional courses completed will be taken into account.
18. If a qualified User resigns from participating in the trainings before the launch of trainings, the CoEN may decide to qualify another eligible User with the highest score from the non-qualified group of each ENP or EU country or from among all the eligible Users (subject to preference given to media professionals and media-oriented profiles).



This project is funded  
by the European Union



College of Europe  
Collège d'Europe



A project implemented by  
Natolin Campus of the College of Europe

In the event that more than one User from the non-qualified group achieved an identical highest score, the rules given in section 17 will apply.

19. The CoEN will publish weekly rankings of eligible Users on the e-learning platform. The first ranking will be published 3 weeks before the qualification date.
20. Any disputes arising and matters not settled in the present Regulations shall be finally settled by the Organiser. The Organiser reserves the right to alter these Rules and Regulations and to withdraw or modify the competition without providing any reasons. The Organiser shall be absolved from any liability whatsoever which may arise subsequent to such cancellation, termination or alteration. Any changes made by the Organiser shall be valid from the day of publishing the amended version of the Rules and Regulations on the e-learning platform or the project website.



This project is funded  
by the European Union



Brugge

College of Europe  
Collège d'Europe



Natolin

A project implemented by  
Natolin Campus of the College of Europe

## *Attachment 1 – Personal data*

### **Terms of Participation in JCN workshops and field trainings**

Personal data to be provided to be eligible for the trainings:

- First name - provided as spelled in Latin letters in the passport
- Middle name/Initial - if and as spelled in Latin letters in the passport
- Surname - provided as spelled in Latin letters in the passport
- Gender – male/female
- Date of birth
- Citizenship
- Passport number
- Passport expiry date<sup>4</sup>
- Address including: street, number, city/town, zip code/postal code, country
- Address for correspondence if different from the above
- Land-line phone number - in the following form: +country code – area code – number
- Mobile phone number – in the following form: + country code - number
- Position, function, occupation and place of employment (in case of freelancers the last place of employment)
- Professional experience related to journalism/media market

---

<sup>4</sup> [https://www.msz.gov.pl/en/travel\\_to\\_poland/visa/visa](https://www.msz.gov.pl/en/travel_to_poland/visa/visa)



This project is funded  
by the European Union



College of Europe  
Collège d'Europe



A project implemented by  
Natolin Campus of the College of Europe