

COMPETITION REGULATIONS
UNDER THE PROJECT "LIBRARY AS A MEETING PLACE FOR MANY CULTURES"

1. General Information:

- 1.1. The project "Library as a meeting place of many cultures" - supported by a grant from Iceland, Liechtenstein and Norway and co-financed by the Polish funds - implemented by the Information Society Development Foundation. The project is also financed (from their own resources) by the Polish-American Freedom Foundation and the National Library of Norway.
- 1.2. The project is implemented in cooperation with six Norwegian libraries:
 - The Multilingual Library in Oslo,
 - Buskerud County Library,
 - Hordaland County Library,
 - Oppland County Library,
 - Bergen Public Library,
 - Trondheim Public Library.
- 1.3. The project's objective is to develop a model of a library integrating a diverse local community and to equip librarians with knowledge and skills necessary in planning and implementing multicultural activities, carried out together with the representatives of the minorities. The description of the project can be found at:
www.biblioteki.org/wielokulturowa_biblioteka.
- 1.4. The aim of the Competition is to select County Partnerships, which together with the Norwegian libraries will carry out five small Polish-Norwegian projects. Each Polish-Norwegian project will involve carrying out one activity in Norway and one in Poland. The representatives of the Competition Winners (25 people) will also participate in visits to Norwegian libraries and will host their representatives (15 people) in Poland.

2. The terms and their meanings:

- 2.1. Library – a library participating in the Project.
- 2.2. County Partnership Member – the Library included in County Partnership but not being its leader.
- 2.3. Declaration – declaration of the Library's participation in the competition, signed by its authorized representative (director of the Library or the institution managing the Library); Declaration templates are included in Appendices no. 2, 3 and 4 to the Regulations.
- 2.4. Form - application form to be completed by County Partnership; Form template is included in Appendix no 1 to the Regulations.
- 2.5. FRSI - Information Society Development Foundation, which carries out the project.
- 2.6. Competition – the action aimed to select County Partnerships, which along with the Norwegian libraries will carry out five small Polish-Norwegian projects.
- 2.7. County Partnership Coordinator – the Library acting as a coordinator of County Partnership.
- 2.8. Winners – the Libraries included in County Partnerships which have been selected in the Competition and which are going to implement small Polish-Norwegian projects.
- 2.9. County Partnership – the Libraries which have jointly entered the Project and together participate in training.

- 2.10. Partners – five libraries in Norway (The Multilingual Library in Oslo, Buskerud County Library, Hordaland County Library, Oppland County Library, Bergen Public Library), which will carry out small Polish-Norwegian projects; information on the Partners are included in Appendix no 4 to the Regulations.
- 2.11. Project – the project „Library as a meeting place for many cultures”.
- 2.12. Regulations – this document, including the appendices.
- 2.13. Application – the Form along with the Declarations submitted by County Partnership Coordinator.

3. Competition Participants

- 3.1. The competition can be entered by County Partnership consisting of the Libraries which signed the contracts to participate in the Project.
- 3.2. FRSI accepts Applications submitted by County Partnerships in which at least three libraries (including County Partnership Coordinator) will submit Declarations of participation in the Competition.
- 3.3. It is recommended that County Partnership invites the regional library to cooperate in the implementation of small Polish-Norwegian projects. In such case, the Declaration of the regional library should be submitted along with the Application.
- 3.4. The regional library may be invited to cooperate in each Polish-Norwegian project implemented in its region.

4. Competition Winners

- 4.1. The role of County Partnership Coordinator will involve:
 - a. completing Declaration and signing it by a person authorized to represent the Library (director of the Library);
 - b. collecting Declarations from County Partnership Members who wish to enter the Competition and from the regional library (if applicable);
 - c. completing the Form in cooperation with County Partnership Members who wish to enter the Competition and with the regional library (if applicable);
 - d. submitting the Application (the Form along with the scanned copies of signed Declarations) on behalf of County Partnership;
 - e. consulting their idea of action under the Polish-Norwegian project with the designated Norwegian partner, taking into account the partner’s comments and suggestions regarding the action;
 - f. consulting the action under the Polish-Norwegian project proposed by the designated Norwegian partner;
 - g. participation of at least one staff member in a three-day visit to the Norwegian libraries in autumn 2014;
 - h. substantive preparation and participation in the visit of three staff members of the designated Norwegian partner in Poland (in the county of a given County Partnership or in the regional capital) in autumn 2014;
 - i. preparation and implementation of the action proposed in the Form (involving minorities and integrating local community) in cooperation with the designated Norwegian partner;

- j. providing support to the designated Norwegian partner in the implementation of their action in Norway in the scope agreed with the Partner (e.g. participation in the event, if it coincides with the visit in Norway, referred to in point g or on-line consultation of the proposed action);
 - k. maintaining on-going contact with the designated Norwegian partner, County Partnership Members, the regional library and FRSl;
 - l. promoting actions implemented under the Polish-Norwegian project on the website or blog of the library (if any) and on the library profile on Facebook;
 - m. consulting the planned and implemented actions with a trainer/adviser of County Partnership;
 - n. presenting the process and results of the implemented Polish-Norwegian project (using the presentation template submitted by FRSl) on a one-day regional conference closing up the project in November 2014.
- 4.2. The role of County Partnership Member will involve:
- a. completing Declaration signed by a person authorized to represent the Library (director of the Library or the institution managing the Library) and forwarding it to County Partnership Coordinator;
 - b. cooperating with County Partnership Coordinator in completing the Form;
 - c. cooperation with County Partnership Coordinator in consultation, preparation and implementation of actions under the Polish-Norwegian project;
 - d. participation of at least one staff member in a three-day visit to the Norwegian libraries in autumn 2014;
 - e. participation in the visit of three staff members of the designated Norwegian partner in Poland (in the county of a given County Partnership or in the regional capital) in autumn 2014;
 - f. promoting actions implemented under the Polish-Norwegian project on the website or blog of the library (if any) and on the library profile on Facebook;
 - g. participation in a one-day regional conference closing up the project in November 2014.
- 4.3. The role of the regional library will involve:
- a. completing Declaration signed by a person authorized to represent the Library (director of the Library or the institution managing the Library) and forwarding it to County Partnership Coordinator;
 - b. cooperating with County Partnership Coordinator in completing the Form;
 - c. substantive support and cooperation with County Partnership Coordinator in consultation, preparation and implementation of actions under Polish-Norwegian project;
 - d. participation of one staff member in one of the three-day visits to the Norwegian libraries in autumn 2014;
 - e. promoting actions implemented under the Polish-Norwegian project on the website or blog of the library (if any) and on the library profile on Facebook;
 - f. participation in a one-day regional conference closing up the project in November 2014.
- 4.4. The visits to Norway, referred to in points 4.1g, 4.2d and 4.3d, will be participated by a total number of 25 librarians from Poland (each librarian will participate in one three-day visit). FRSl reserves the right to make the final decision on how many staff members of the Winners will

participate in the visits. At the same, the aim will be to ensure that at least one staff member of each Winner will participate in the visits. The preference of participation in the visit will be accorded to the librarians participating in training under the project, responsible for preparation of proposal for small Polish-Norwegian project and its implementation.

- 4.5. FRIS will cover the travel costs of the staff members chosen by the Winners to attend the visit in Norway, including: the costs of travel to the airport by public transport, airline tickets from Poland to Norway and Norway to Poland, local transport and accommodation in Norway, as well as allowances calculated in accordance with applicable provisions. The Winners are required to provide the appointed staff members with overseas travel insurance.
- 4.6. During the visits of the Winners in Norway and the visits of Norwegian Partners in Poland, FRIS will provide consecutive interpreting service (one interpreter per visit). For the purpose of the ongoing communication with the Partner it is necessary that at least one representative of County Partnership had communicative command of English or Norwegian language. FRIS will actually not participate in the working relations between the Winners and Partners.
- 4.7. Obligations of the Winners and FRIS would be included in the contracts signed individually with each Winner of the competition.

5. Competition rules and important dates

- 5.1. Call for Applications will begin on 20 March 2014 and will last until 17 April 2014.
- 5.2. The Application shall be submitted by a representative of County Partnership Coordinator, upon the consent and in cooperation with County Partnership Members who wish to enter the Competition and with the regional library (if applicable).
- 5.3. The idea of action should attempt to respond to the identified needs of local communities (including the needs of cultural minorities). The idea of action should be consulted not only with County Partnership Members who wish to take part in the Competition, but also with a trainer/adviser of a given Partnership.
- 5.4. The Application shall consist of:
 - a. The Form completed in electronic form by a representative of County Partnership Coordinator, in cooperation with County Partnership Members who wish to enter the Competition and with the regional library (if applicable);
 - b. scanned copy of the Declaration of County Partnership Coordinator signed by its authorized representative (director of the Library);
 - c. scanned copies of the Declarations of County Partnership Members signed by their authorized representatives (director of the Library or an institution managing the Library);
 - d. scanned copy of the Declaration of the regional library signed by its authorized representative (director of the Library) - if applicable.
- 5.5. Submission of the Application constitutes the acceptance of the Regulations in full by the representatives of all the Libraries listed in the Form. These representatives undertake to comply with the rules set out in the Regulations, and confirm that they meet all the conditions required to participate in the Competition.
- 5.6. The Application must be sent by 23:59 hrs on 17 April 2014 to the e-mail address of the project coordinator: bogna.wlodarczyk@frsi.org.pl.
- 5.7. The Competition will lead to selection of five County Partnerships, which along with the

Norwegian Partners will carry out five small Polish-Norwegian projects. The results of the competition will be announced by 12 May 2014 on the website www.biblioteki.org/wielokulturowa_biblioteka. The notifications will also be sent by e-mail to the addresses provided in the Declarations.

6. The rules of selecting the Winners

- 6.1. The Winners will be selected by a committee appointed by FRSI and Norwegian Partners.
- 6.2. The Applications submitted will be evaluated according to the following criteria:
 - a. innovativeness of the idea for action under the Polish-Norwegian project (in relation to the activities already undertaken by the Libraries participating in the Competition);
 - b. adequateness of the idea for action to the needs of local community (including the needs of cultural minorities);
 - c. the level of involvement of the Norwegian partners into the action;
 - d. the level of involvement of local partners into the action (including representatives of cultural minorities, representatives of non-governmental organisation which work in support of these minorities, etc.)
- 6.3. Additional points will be awarded to the ideas which provide for the involvement of the regional library.

7. Protection of personal data

- 7.1. Pursuant to Art. 24 para. 1 of the Act of 29 August 1997 on the Protection of Personal Data (Dz. U. "Journal of Laws" of 2002, No. 101, item. 926, as amended) the Data Administrator of personal data of the persons who represent the Libraries entering the Competition and the persons designated as contact persons by the Libraries entering the Competition is Information Society Development Foundation (FRSI) with its registered office in Warsaw at ul. Grójecka 1/3. The data will be processed for the purposes of conducting the Competition, in accordance with these Regulations, as well as for the purposes of sharing it with the Norwegian Partners (in relation to the data of the Winners) and with the Ministry of Culture and National Heritage. Data submission is voluntary, but necessary for the participation in the Competition. Each person has the right to review and amend their data.
- 7.2. The Data Administrator declares to ensure safety of personal data on account of the use of physical, organizational and hardware security measures, necessary to ensure the safety of personal data processed.
- 7.3. The Data Administrator declares to comply with all the requirements of the Act of 29 August 1997 on the Protection of Personal Data and its implementing acts, in particular the regulation of the Minister of Interior and Administration of 29 April 2004 on the documentation of personal data processing, and technological and organizational conditions which shall be met by devices and IT systems used for personal data processing.

8. Final Information

- 8.1. FRSI reserves the right to amend the Regulations, which will be announced via the website www.biblioteki.org/wielokulturowa_biblioteka.
- 8.2. Questions and comments can be addressed to the coordinator of the Project, Bogna

Włodarczyk: bogna.wlodarczyk@frsi.org.pl, ph. 22 579 16 19, mob. 722 002 115.

- 8.3. The following appendices to the Regulations are included:
- a. Form template (Appendix no 1);
 - b. Declaration template of the County Partnership Coordinator (Appendix no 2);
 - c. Declaration template of the County Partnership Member (Appendix no 3);
 - d. Declaration template of the Regional Public Library (Appendix no 4);
 - e. information on the Norwegian Partners (Appendix no 5).