

WARSAW EURO-ATLANTIC SUMMER ACADEMY 2024 EDITION

RULES OF PROCEDURE

CHAPTER 1

GENERAL PROVISIONS

§1

The Warsaw Euro-Atlantic Summer Academy (WEASA) is organized jointly by the College of Europe Natolin, the German Marshall Fund of the United States and the Polish-American Freedom Foundation, further on referred to as “the Organizers”.

§2

Participation in WEASA means to follow a complementary, non-degree program of study, supplemented by follow-up activities, carried out by the College of Europe Natolin Campus, located at 84 Nowoursynowska St., Warsaw, Poland.

CHAPTER 2

ELIGIBILITY

§3

1. A person applying for participation in WEASA must meet the following eligibility criteria:
 - Be a citizen of/or hold a permanent residence in one of the following listed countries:¹

¹ For example, a person with a Belarusian citizenship currently residing in Poland or elsewhere in the European Union, but working within a field of the WEASA mandate, is eligible to apply for WEASA.

- Eastern Partnership countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine;
 - Western Balkans region: Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Kosovo;
 - Higher education (Masters degree or equivalent);
 - Minimum five years of professional work experience within the field of the WEASA mandate;
 - English language proficiency required to effectively participate in the WEASA program.
2. WEASA is addressed to the individuals who are actively involved in professional and social fields, with significant academic, policy, non-governmental organization (NGO) or business achievements. Promising policy analysts, experts, advisers, civil servants, private sector/NGO professionals and journalists, dealing with European integration, state transformation processes, transatlantic cooperation, and the challenges of the digital age, are in the Organizers' area of interest.
3. If a person applying for participation in WEASA has more than one country of citizenship, they must hold a passport or other eligible travel document from the country listed in §1.1

§4

To apply to WEASA, the Candidate shall comply with the requirements specified in the present Rules of Procedure by submitting the following documents:

- A duly filled in application form (accessible at www.weasa.org), including a cover letter in English describing the Candidate's background and reasons for application.

§5

1. The closing **deadline** for submitting applications is the **24 April 2024, 23:59pm (GMT+1)**. This may be prolonged at the discretion of the Organizers, who are hereby obliged to inform applicants of any occurring changes via the WEASA website (www.weasa.org).
2. The recruitment process will start with the reviewing of applications to WEASA. Applications not complying with the requirements listed in the present Rules of Procedure will not be considered. Eligible applicants will be evaluated by the Selection Committee appointed by the organizing institutions: The College of Europe Natolin Campus; the German Marshall Fund of the United States; and the Polish-American Freedom Foundation.
3. Successful Candidates shall be admitted to the WEASA 2024 edition following the decision of the Selection Committee.

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The Organizers shall inform the Candidate about being accepted to WEASA following their collective approval described in §5.2 without delay. The Organizers are not obliged to inform the Candidates about the reasons for an unsuccessful result of application.

§7

A person admitted to WEASA will be required to sign the "Participant Declaration" of the Natolin Campus upon their arrival.

§8

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, we are informing you that:

The joint controllers of the personal data of Candidates and Participants of the WAESA Program (henceforth: Programme), who jointly determine the purposes and means of data processing (henceforth: "Personal Data"), are:

- a) The College of Europe with its seat in Warsaw (02-797), at ul. Nowoursynowska 84, the controller has appointed a Data Protection Officer to supervise the correctness of the processing of personal data, who can be contacted via email address:
iodo.pl@coleurope.eu
- b) The Polish-American Freedom Foundation, whose main office is located at 250 Park Avenue, 7th Floor, New York, NY 10177, USA,
- c) The German Marshall Fund of the United States- A Memorial of the Marshall Plan, headquartered in Washington DC at 1744 R Street NW with its registered office in Warsaw at 1 Plac Dąbrowskiego.

For more information on the principles for processing personal data, please see Annex 1. We will only process your personal data for informational purposes if you have consented to receive emails from us for this purpose. For more information on the principles for processing personal data for informational purposes, please see Annex 2.

CHAPTER 3 OBLIGATIONS OF PARTICIPANTS

§9

The Participant of WEASA shall:

- Comply with the present Rules of Procedure;
- Stay in the Republic of Poland during the whole period of WEASA 2024 edition;

- Comply with the program of stay;
- Pursue the agreed educational program and attend **all** sessions of WEASA 2024;
- Participate in integration and cultural events organized under WEASA;
- Once fully completing the WEASA program, the participant will be graduated to alumnus status and be allowed and encouraged to take part in all alumni activities and networking programs.

§10

The Participant shall participate in the evaluation process, completing surveys and other documents during participation in WEASA and after its conclusion, if required.

§11

Misrepresentation, incomplete or false information indicated in the application form or in the “Participant Declaration”, non-compliance with the program, acts to the detriment of WEASA, breaking the law in the Republic of Poland, and/or any other acts that might harm or hinder other WEASA Participants or non-participants alike, may serve as the basis for expelling the Participant from WEASA with immediate effect.

§12

No person(s) other than Participant is allowed to be accommodated at the College of Europe Natolin Campus. Participants failing to comply with this requirement will be subject to the procedures described in § 11 above.

§13

The Candidate admitted shall immediately inform the WEASA coordinator about any changes in their data submitted in the application form.

CHAPTER 4 OBLIGATIONS OF THE ORGANIZERS

§14

The Organizers shall:

- Organize the Participant's academic and educational activities according to the Program;
- Monitor the Participant's progress and evaluate the completion of the educational and academic program;
- Inform the Participants on any relevant changes to WEASA agenda, also via the WEASA website;
- Provide additional support and engage with the Participant after completion of WEASA via the alumni networking platform and activities.

§15

The commitments of the Organizers towards the Participant include:

- Coverage of the Participant's accommodation costs in a single room in the academic residence at the Natolin Campus of the College of Europe in Warsaw during the WEASA 2024 edition;
- Coverage of the Participant's meals served in the canteen of the Natolin Campus of the College of Europe in Warsaw during the period of WEASA 2024 implementation;

- Reimburse roundtrip transportation tickets up to 350 EUR (Three hundred fifty Euros) from the Participant's country of origin to the Republic of Poland;
- Coverage of all costs related to the implementation of the 2024 WEASA Program (speakers' fees, education sessions, forums, training materials, etc.).

§16

WEASA Participants, fulfilling the obligations listed in Chapter 3 hereof, shall be awarded with a certificate confirming their successful completion of WEASA 2024 edition.

CHAPTER 5
FINAL PROVISIONS

§17

Any amendments to the present Rules of Procedure require a written form, otherwise they shall be considered null and void. The Organizers shall publish the information about any adopted amendments to the present Rules of Procedure on the website www.weasa.org without delay.

Information on data processing in the framework of the WEASA Programme (Annex 1)

1. Data controller

The joint controllers of the personal data of Candidates and Participants of the WAESA Program (from now on: Program), who jointly determine the purposes and means of data processing (from now on: "Personal Data"), are:

- a) The College of Europe with its seat in Warsaw (02-797), at ul. Nowoursynowska 84, the controller has appointed a Data Protection Officer to supervise the correctness of the processing of personal data, who can be contacted via email address: iodo.pl@coleurope.eu
- b) The Polish-American Freedom Foundation, whose main office is located at 410 Park Avenue, 15th Floor, New York, NY 10022 USA,
- c) The German Marshall Fund of the United States - A Memorial of the Marshall Plan, headquartered in Washington DC at 1744 R Street NW with its registered office in Warsaw at 1 Plac Dąbrowskiego.

The entities mentioned above will be collectively referred to as "Joint Controllers" in the following. Personal Data will be processed by EU Regulation 2016/679 of 27 April 2016. (General Data Protection Regulation), from now on referred to as "RODO". By way of joint arrangements, the Joint Controllers have agreed on the extent of their responsibility regarding fulfilling their obligations under the RODO. The main content of these arrangements is available by contacting the Joint Administrators, as described in para. 7.

2. Purposes and legal basis of processing Personal Data

Personal Data will be processed for:

- a) the organisation and implementation of the Programme, including the receipt and verification of recruitment applications,
- b) to inform the Candidate about their admission to the Programme,
- c) accommodation, catering arrangements,

- d) accounting and bookkeeping, including, among other things, the settlement of the travel cost reimbursement, benefiting from the personal exemption from personal income tax under Article 21 para. 1 point 16 letter b) of the PIT Act (due to meeting the conditions of Article 21 par. 13 point 1 of the PIT Act),
- e) issue of diplomas/certificates related to the participation in the Programme,
- f) conducting communication-related to participation in the Programme,
- g) identification of, legal redress or defence against claims.

The legal basis for data processing is:

- a) to comply with legal obligations under accounting and tax legislation;
- b) necessity for the performance of the contract with the Participant or for taking action before agreeing with the Candidate;
- c) legitimate interest - running the Program, among other things, accepting applications, processing applications, communicating with Participants regarding their participation in the Program, and handling complaints and related claims.

3. Recipients of Personal Data

Access to Personal Data may be granted to authorised employees of the Joint Administrators, as well as to service providers and their authorised employees in connection with the organisation and implementation of the Program, to whom, by means of a contract, have been entrusted with the processing of Personal Data for the services mentioned above.

The participants' data may be disclosed to the Centrum Europejskie Natolin Foundation staff to admit the Participants to the premises.

Personal data access is provided only to persons whose access is justified due to the tasks and services performed. All persons authorised to process Personal Data are obliged to maintain the confidentiality of the data and protect them against disclosure to unauthorised persons.

Because the Joint Controller of your data is an entity based in in the United States, we inform you that there will be a transfer of data to a third country, i.e. the USA, for which the Commission

has not found adequate protection. The data transfer is based on Article 49 para. 1(b) RODO - necessary for the performance of the contract between the Participant and the Co-Processor (which is the co-organiser of the Programme, thus a party to the contract) or for the implementation of pre-contractual measures taken at the request of the data subject.

4. Storage period of Personal Data

Personal data of Candidates who are not accepted to the Programme will be kept for three months after the recruitment ends. Personal data of Participants will be stored for the duration of the Program (including the complaint procedure) and then for another six months after its completion. Personal data of participants who received reimbursement for travel expenses will be stored additionally for the period required by the applicable law for tax and reporting purposes, i.e. five years from the end of the calendar year in which the payment was made. When a person makes a claim, the period for storing and processing their data may be extended if this is necessary for the handling of the claim and possible defence against such a claim.

5. Principles of Personal Data Collection

The provision of Personal Data by the Candidate or Participant is voluntary but necessary to participate in the Programme. The consequence of failing to provide personal data will result in exclusion of the Candidate/Participant from participation in the Programme.

6. Rights related to the processing of Personal Data

The data subject may exercise the following rights:

- a) The right to request access to their Personal Data and to be informed of its processing, and if it is inaccurate, they have the right to request its rectification (under Articles 15 and 16 of the RODO),
- b) the right to request the restriction of data processing in the situations and on the terms indicated in Article 18 RODO (the data subject may request the restriction of the

processing of their data for the period for which their accuracy is verified or until their objection to the processing is examined. The data subject shall also have the right in situations when, in their opinion, the processing of their data is unlawful, but they do not want the data to be deleted immediately, or in case the data are needed by the data subject for a period extending beyond the period assumed for the processing to identify or defend their claims),

- c) the right to request erasure under Article 17 of the RODO ("right to be forgotten"),
- d) the right to object at any time to the processing of Personal Data on grounds relating to a particular situation, where the data are processed in the exercise of the legitimate interests referred to in point 2 (under Article 21(1) of the RODO),
- e) the right to data portability.

7. Contact details

The rights referred to above may be exercised by the Participant by contacting the e-mail address odo@coleurope.eu or by post at the address of the College of Europe: ul. Nowoursynowska 84, 02-797 Warsaw with the annotation "Personal Data".

In the exercise of their rights, a person who has made a request or demand for the processing of their Personal Data may be asked to answer several questions to verify their identity.

In addition, the Data Subject has the right to a grievance procedure about the processing of their Personal Data to the President of the Office for Personal Data Protection (address: ul. Stawki 2, 00-193 Warsaw).

8. Website of the Promotion

A website is maintained for the Programme at <https://www.weasa.org/>

Data processing principles related to the operation and use of this website are set out in a separate section entitled. "Privacy Policy" (<https://www.weasa.org/privacy-policy>)

Information on the processing of data for marketing purposes by the College of Europe (Annex 2)

1. The administrator of your data is the College of Europe with its seat in Warsaw at ul. Nowoursynowska 84, odo@coleurope.eu, (hereinafter: **Administrator**).
2. The controller has appointed a Data Protection Officer to supervise the correctness of the processing of personal data, who can be contacted via email address: iodo.pl@coleurope.eu.
3. By ticking the box on receiving commercial and marketing information via telecommunications terminal equipment and the so-called automatic calling systems, you consent to receive commercial information. We will process your data based on the administrator's legitimate interest (Article 6(1)(f) RODO), which is direct marketing.
4. Authorised persons, i.e. employees of the Administrator, will have access to your data. Moreover, your data may be transferred to entities processing personal data on behalf of the Administrator, e.g. providing marketing services, call centres, etc. However, such entities process data based on a contract with the Administrator and only in accordance with the Administrator's instructions.
5. We will process your data until you object or until you withdraw your consent to receive marketing information via telecommunications terminal equipment and so-called automated calling systems. The withdrawal of the consent above may occur at any time without affecting the legality of the processing performed based on consent before its withdrawal. Withdrawal of consent can be made by sending your statement to the contact details below.
6. Data protection law gives you several rights that you can exercise at any time. Your rights include:
 - a. the right to access the content of your data;
 - b. the right to update your data;
 - c. the right to restrict processing;

- d. the right to request the erasure of data;
- e. the right to object to processing for direct marketing purposes, including profiling;
- f. the right to withdraw consent;
- g. the right to data portability.

The rights above can be exercised by contacting odo@coleurope.eu or by post at the address of the College of Europe: ul. Nowoursynowska 84, 02-797 Warsaw with the annotation "Personal data".

You also have the right to lodge a complaint with the supervisory authority in charge of personal data protection, i.e. the President of the Office for Personal Data Protection.

7. The provision of personal data for marketing purposes is voluntary.