

Rules governing the recruitment of researchers of cultures and politics of memory

In 2017, the Institute of the European Network Remembrance and Solidarity is embarking on an examination of contemporary cultures of memory, including politics of memory, in selected European countries. As culture of memory constitutes the entirety of ways in which groups and individuals handle the past and covers all forms of representations of the past - its images in memory and forms of memorialisation - while politics of memory presupposes conscious efforts made by the state as regards the shaping of the public's historical awareness, the IENRS is going to deliver regular analysis of public debate, memorialisation and other phenomena related to history and politics of memory in selected European countries. In this context, a publicly available platform will be set up: a database for researchers, practitioners dealing with memorialisation and dissemination of knowledge about history, as well as journalists, politicians and diplomats. Project research work is going to result in regular reports on trends and events in the cultures of memory and politics of memory pursued in selected countries.

These rules, hereinafter the “**Rules**”, spell out the principles governing the recruitment of the individuals in question.

Article 1: GENERAL CONDITIONS OF RECRUITMENT

1. The Organiser of this Recruitment (hereinafter the “**Recruitment**”) shall be the Institute of the European Network Remembrance and Solidarity with its registered seat in Warsaw (hereinafter the “**Organiser**”).
2. The goal of the Recruitment shall be the selection of persons who will prepare and submit, on a regular basis, reports concerning events in the culture of memory and politics of memory of a given country, hereinafter the “**Project**”.
3. The Recruitment shall be open exclusively to persons (hereinafter the “**Candidate**”), who:
 - a) hold a degree in humanities (at least an MA),
 - b) are proficient users of English,
 - c) are proficient users of the language of the country to feature in the reports.
4. The Recruitment shall not be open to the Organiser's employees or members of their closest families as well as persons actively involved in the organisation of the Recruitment or the Project.

Article 2: FORMAL APPLICATION REQUIREMENTS

1. The Candidate shall apply in the Recruitment process (“**Application**”) by sending the required documents specified in Article 2(2) to research@enrs.eu by **22 May 2017**.
2. The Application shall include a CV, a cover letter, a text (of up to 500 words) concerning the politics of memory and culture of memory of the country that is going to feature in the Candidate's reports, a declaration to confirm that once qualified for the Project the Candidate will conclude a contract specified in Article 4(1) (attached as Annex 1 hereto) as well as

documents to attest the level of knowledge of the languages the Candidate has declared in the Application, if available.

3. The Candidate shall be obliged to produce the Application in English.
4. A single Candidate shall be entitled to submit a single Application.

Article 3: RECRUITMENT PROCESS

1. The Project Recruitment shall be executed in two stages:
 - a) Stage One shall consist in the evaluation of the Applications by a selection team appointed by the Organiser (hereinafter the “**Selection Team**”), consisting of the representatives of the IENRS Secretariat and the Country Coordinators of the ENRS, chaired by its Chairperson. That stage shall result in a list of maximum 25 Candidates qualifying for Stage Two;
 - b) Stage Two shall consist in interviews conducted at the Organiser’s registered seat over the telephone or the Skype communicator to verify such aspects as the Candidate’s motivation, his/her research interests, knowledge of history as well as English and/or the other foreign languages declared by the Candidate as known in the Application. The interviews shall be conducted by members of the Selection Team.
2. Out of the pool of Candidates, not more than six persons shall be selected to participate in the Project (hereinafter the “**Participants**”).
3. The Organiser shall reject Applications which:
 - a) contradict the Rules;
 - b) violate legislation in force, in particular copyright and derivative rights;
 - c) violate social mores, in particular those which are offensive, vulgar, obscene, falsifying the historical truth, etc.
4. The Selection Team shall assess the Applications submitted in the Recruitment process, evaluating the following aspects on the basis of the following criteria:

Ref.	Criterion	Aspect description	Weight	Number of points
1	Candidate’s CV	Assessment of the Candidate’s experience 1.1. Has the Candidate already published on politics of memory or cultures of memory? 1.2. Is the Candidate a proficient user of the language of the country to be researched? 1.3. Is the Candidate a proficient user of English?	4	0-3
2	Motivation	Assessment of how much the goals of the Project match the interests, expectations and personal development plans of the Candidate 2.1. Why does the Candidate think he/she is the right person to cooperate with on the Project? 2.2. What are the sources motivating the Candidate to select this particular country? 2.3. To what degree is the Candidate’s willingness to take part in the Project linked	1	0-6

		<p>to his/her research and personal interests?</p> <p>2.4. Does the Candidate intend to use the experience of his/her participation in the Project in further scientific and/or professional development?</p> <p>2.5. If so, how?</p> <p>2.6. What would the Candidate like to contribute to the Project?</p>		
3	Knowledge and experience	<p>Assessment of the level of the Candidate's substantive maturity to participate in the Project</p> <p>3.1. Does the Candidate have a broad knowledge of the historical, cultural and social contexts of the selected country?</p> <p>3.2. Does the Candidate have an advanced knowledge of research tools to explore cultures of memory and politics of memory?</p> <p>3.3. Has the Candidate already participated in historical, anthropological sociological or related research projects?</p>	4	0-3
4	Text drafted for the purposes of the Project	<p>Assessment of the text submitted</p> <p>4.1. Is the text coherent in terms of its substance?</p> <p>4.2. Is the text stylistically correct?</p> <p>4.3. Does the author attempt to be objective?</p> <p>4.4. What is the author's knowledge of English?</p>	6	0-4
Maximum number of points			54	

5. The total of the points awarded shall be the sum of individual points awarded under a given criterion multiplied by the weight of that criterion.
6. In contentious matters, in particular the equal number of points awarded to more than one Candidate, the opinion of the Chairperson of the Selection Team shall be decisive.
7. The outcome of the Recruitment shall be announced on the website www.enrs.eu, not later than on 30 June 2017. The Participants shall be additionally notified of the Recruitment outcome by an email sent to the address indicated in the Application.
8. Following the announcement of the outcome, an obligatory workshop will be offered to the persons selected in the Recruitment, to be held in Warsaw in July 2017. The Participants shall be informed about the exact date of the workshop at a later date.
9. The Organisers shall cover the costs of travel and accommodation of the participants of the workshop referred to in paragraph 8 above.
10. Should any of the Participants withdraw from the Project, the Organisers shall indicate further Participants from the reserve list following the point award system set up by the Selection Team.

11. The Participants have understood that submitting the Application shall be tantamount to consenting to the provisions of these Rules and acceptance thereof .
12. In case of the Participant's failure to conform to the provisions of the Rules, the Organiser may decide to exclude the Participant from the Project. The Organiser's decision shall be irrevocable.

Article 4: FINANCIAL MATTERS

1. The Organiser and the Participant shall sign a specific-task contract, the object of which will be the drafting of reports concerning events in the culture of memory and politics of memory of the selected country (hereinafter the "**Contract**"). The Contract shall be concluded for a period from August to December 2017 and provide for its possible extension. For the performance of the Contract, the Participant shall be entitled to a total gross remuneration of EUR 2,500, payable in five equal tranches.
2. Performing the Contract, the participant will undertake to submit one report a month containing circa 5,000-8,000 words, written on the basis of study conducted in the selected country, to be regulated in the contract specified in paragraph 1 above (attached as Annex 1 hereto).
3. The text referred to in paragraph 1 shall be prepared as agreed with the Organiser and based on the Organiser's instructions.
4. The text referred to in paragraph 1 shall be published on the IENRS website.
5. Under the contract referred to in paragraph 1 above, the Participant shall be further obliged to:
 - a) transfer, free of charge, the entirety of the author's economic and related rights, including the right to exercise the derivative rights, to all the works authored by the Participant created in the delivery of the Project;
 - b) grant, free of charge, his/her consent to the dissemination, without any temporal or territorial restrictions whatsoever, of the participant's image recorded in relation with the delivery of the project for the purposes of Project organisation and promotion.
6. In justified cases, the Organiser may grant co-funding of the Participant's participation and travel costs from their place of residence to the venue of a conference, symposium or another event related to the culture of memory and politics of memory of the selected country related to the reports referred to in paragraph 1 above, up to a gross amount of EUR 250. The Participant shall be obliged to draft a brief report on each event co-funded in that manner.
7. The Participant shall notify the Organiser of his/her wish to participate in conferences, symposiums and seminars. The participation costs shall be covered only once they have been approved by the Organiser.
8. The Organiser shall cover the costs referred to in paragraphs 1-2 exclusively on the basis of a correctly completed form and proof of payment for the participation as well as plane, train and/or coach/bus tickets delivered to the Organiser not later than **within 10 working days after the end of the journey**. After that date, the Participant shall be no longer entitled to travel expense reimbursement.

9. The Organiser shall not be held liable for any damage to the property or person of the Participant, in particular the Organiser shall not be liable for any possible injuries or unfortunate accidents sustained by the Participant or any other accidental events which may occur over the course of Project delivery.
10. The Participants shall be obliged to insure themselves, at their own expense, for the entire period of the travel to the venue of the conference, symposium or seminar referred to in paragraph 6.

Article 5: PERSONAL DATA

1. The Candidate shall consent to the retention and processing of his/her personal data, pursuant to the Personal Data Protection Act of 29 August 1997 (OJ of 2002, No 101, item 926, as amended), in the scope necessary for correct cooperation with the Organiser, with a view to carrying out the Recruitment and delivering the Project in case the Candidate has qualified. Such data shall not be made available to other parties.
2. The data administrator shall be the state institution of culture Institute of the European Network Remembrance and Solidarity with its registered seat in Warsaw, address: ul. Zielna 37, 00-108 Warsaw, acting on the basis of the entry into the register of institutions of culture kept by the Minister of Culture and National Heritage under the number of RIK 90/2015; holder of the NIP taxpayer's identification number 701-045-62-60; holder of the identification REGON number of national economic operators 360483100.
3. The Candidate shall submit his/her personal data on a voluntary basis.
4. The Candidate shall have the right to access the contents of his/her personal data and amend them.

Article 6: FINAL PROVISIONS

1. The Organiser shall reserve the right to amend these Rules as well as to cancel the Recruitment or change its nature without giving reasons for it, and to alter the terms and conditions of the Project.
2. The Organiser shall enjoy the exclusive right to interpret these Rules as well as to change and complete the contents hereof.
3. The provisions of these Rules shall be governed by the laws of Poland.