

**REGULATIONS OF THE WORKSHOPS
ORGANISED BY THE HOUSE OF LITERATURE IN GDAŃSK
WITHIN THE SCHOOL OF GRAPHIC REPORTAGE IN GDAŃSK**

Terms and Definitions

Organiser or the House of Literature: the House of Literature in Gdańsk – a cultural institution with its registered office at ul. Długa 35 (postal code 80-827 Gdańsk), entered in the Register of Cultural Institutions maintained by the Municipality of the City of Gdańsk under number: 13/25, REGON [Business ID]: 542102554, NIP [Tax ID]: 5833541685, supported by the City of Gdańsk.

Committee: one representative of the House of Literature in Gdańsk and four artists invited to run workshops within the School of Graphic Reportage in Gdańsk.

Applicant: a person working in the field of visual arts or engaged in journalism who has submitted an application in the Open Call.

Regulations: these Regulations of the workshops organised by the House of Literature in Gdańsk entitled “School of Graphic Reportage in Gdańsk”.

Participant: a person working in the field of visual arts or engaged in journalism who has been admitted to participate in the workshops organised by the School of Graphic Reportage in Gdańsk.

Workshops: a series of three two-day meetings organised under the title “School of Graphic Reportage in Gdańsk”, of a creative nature, for a group of up to 10 participants, led by qualified artists from UNESCO Creative Cities, aimed at strengthening participants’ competencies in the field of graphic reportage.

Venue of the Workshops: Gdańsk.

Open Call: the call for applications for the workshops within the School of Graphic Reportage in Gdańsk conducted by the Organiser.

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Organiser

1. The “**School of Graphic Reportage in Gdańsk**” workshops constitute one of the components of the programme activities offered by the **House of Literature in Gdansk**, a local government cultural institution.
2. The Workshops are financed from a targeted subsidy awarded by the Municipality of the City of Gdańsk.

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Purpose of the Workshops

1. The purpose of the workshops is to strengthen the synergy between literature and the visual arts, while fostering the participants' sensitivity to social issues related to the functioning of the city, with the intended outcome of enhancing the competencies of those interested in graphic reportage techniques.
2. The School of Graphic Reportage in Gdańsk is a unique initiative rooted in three key areas central to the House of Literature in Gdańsk: interdisciplinary activities, support for independent journalism, and initiatives promoting international cooperation, in particular cooperation with representatives of UNESCO Creative Cities.
3. As part of the Workshops, a series of three original weekend workshops (28–29 March 2026, 18–19 April 2026 and 23–24 May 2026) will be organised, led by four invited artists from UNESCO Creative Cities and culminating in a group exhibition at the Organiser's headquarters, scheduled for summer 2026.
4. Participation in the final exhibition is conditional upon attendance and completion of all three Workshops.
5. The Workshops are addressed to visual artists and journalists, both from Poland and abroad, who are interested in broadly understood urban themes, particularly in the context of social issues, sustainable tourism and the history of architecture.
6. An Applicant who has submitted an application in the Open Call and has been selected to participate in the Workshops acquires the status of a Participant.
7. The Open Call for applications will take place within the timeframes specified in the subsequent provisions of these Regulations.

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Eligible Applicants

1. The Workshops are open to natural persons who are of full age and legal capacity, working in the field of visual arts or journalism, residing in Poland or abroad, who:
 - a. have documented professional experience in visual arts (relevant education, participation in solo and group exhibitions, completed workshops and residencies, membership of groups and organisations related to the field, completed artistic projects) or journalism (relevant education, employment as a journalist in local or national media, regular publications in local or national media, running a blog focused on urban issues);
 - b. have a communicative command of English.
2. The Workshops are intended for persons working in the field of visual arts or journalism, particularly those whose area of interest includes broadly understood urban themes.
3. Applicants may not be persons who are married to members of the Organiser's management, related to them by blood or affinity in the direct line, or employed or contracted by members of the Organiser's management.

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Timeframes and Rules of the Open Call

1. In order to deliver the Workshops, the Committee will conduct an Open Call in accordance with the rules set out below.
2. The Open Call will be announced no later than one calendar month before the date of the first scheduled workshop planned for a given year within the series.
3. As part of the Open Call, the Organiser will select 10 Participants who will be invited to participate in the Workshops.
4. The Open Call announcement will be published on the website: www.miastoliteratury.com.
5. The announcement will include information about the artists leading the workshops, their anticipated dates and thematic focus.
6. The deadline for submitting applications will be specified in the Open Call announcement and will not be shorter than one week from the date of the announcement.
7. The application form constitutes **Appendix No. 1** to these Regulations. A digital version of the application form will be also published on the Open Call website.
8. Applicants are required to complete the application in English (any minor language errors will not affect the formal assessment). The application should include:
 - a) personal details of the Applicant: full name, e-mail address, mobile telephone number, country of tax residence and nationality;
 - b) a biographical note outlining artistic achievements and professional experience in visual arts or journalism (up to 2,000 characters including spaces);
 - c) a motivation letter indicating the relationship between the Applicant's professional experience and portfolio works and the objectives of the School of Graphic Reportage in Gdańsk set out in §2 of these Regulations (up to 2,000 characters including spaces);
 - d) an artistic or journalistic portfolio (graphic works or written texts, up to 10 slides, in .pdf format or a link to a website);
 - e) a declaration of availability for the scheduled workshop dates;
 - f) a declaration of communicative command of English;
 - g) a confirmation of having read and accepted these Regulations;
 - h) consent to the processing of personal data for the purposes of conducting the Open Call.
9. The application must be submitted exclusively by e-mail to: rezydencje@miastoliteratury.com, by completing the application referred to in (9) above.
10. The application must be submitted within the deadline specified in the Open Call announcement. Applications received after the deadline will be rejected and will not be subject to a substantive assessment. The date of receipt of the application will be decisive.
11. Within a given Open Call, an Applicant may submit no more than one application.
12. Applications that do not meet the formal requirements will not be subject to a substantive assessment.
13. Any questions regarding the implementation of the Workshops may be submitted during the Open Call to: rezydencje@miastoliteratury.com.
14. Acceptance of these Regulations and consent to the processing of personal data are given by ticking the appropriate confirmation box in the application form.

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Operation of the Committee, Assessment of Applications

1. Submitted applications will be assessed by the Committee.
2. The Committee is appointed by the Director of the House of Literature in Gdańsk by way of a formal decision, designating from among its members the Chair of the Committee and the Secretary of the Committee.
3. The Committee deliberates in closed sessions, and minutes are taken.
4. Applications first undergo a formal assessment by the Secretary of the Committee. The formal assessment is recorded on a formal assessment form, the template of which constitutes **Appendix No. 2** to these Regulations.
5. The criteria for the formal assessment are set out in the template of the formal assessment form.
6. If an application fails to meet any of the formal requirements indicated in the formal assessment form, it receives a negative assessment and is rejected. The Secretary's decision to reject an application is recorded on the formal assessment form.
7. The Committee proceeds to the substantive assessment of applications that meet the formal requirements, taking into account:
 - a) the Applicant's professional experience;
 - b) the artistic value of the projects included in the Applicant's portfolio;
 - c) the Applicant's motivation, including its consistency with the purposes of the Workshops described in §2 of these Regulations;
 - d) declared availability for the scheduled Workshop dates;
 - e) the absence of language barriers (declared command of English or another language enabling effective communication).
8. In conducting the substantive assessment, the Committee observes the principles of impartiality and objectivity.
9. A member of the Committee is required to withdraw from assessing an application if they are related to the Applicant by blood or affinity or have another close relationship (including personal or professional) that could compromise an impartial and objective assessment.
10. Each application is substantively assessed by at least two members of the Committee.
11. The substantive assessment is recorded by the members of the Committee on a substantive assessment form, the template of which constitutes **Appendix No. 3** to these Regulations, and is signed by the members conducting the assessment. The assessment is conducted in English.
12. In the event that applications receive the same number of points:
 - a. priority is given to availability for all scheduled Workshop dates;
 - b. the final decision is taken by the Chair of the Committee.
13. In selecting the Participants, the Committee also takes into account the principles of equality and diversity in terms of gender, language and origin.
14. In addition to selecting 10 (*ten*) Participants, the Committee will also select four Applicants to be placed on a reserve list and invited if any of the Participants is unable to attend the Workshops.
15. The results of the Open Call will be announced no later than 7 days from the date of concluding the Committee's deliberations. The results will be published on the website www.miastoliteratury.com and in the Organiser's social media channels.
16. The Committee's decision is final and not subject to appeal.

Rules of Participating in the Workshops and Obligations of Participants

1. Workshop tasks are carried out at the headquarters of the House of Literature in Gdańsk, at ul. Długa 35, and at selected locations within the city, in blocks of three hours. The Organiser notes that the workshop space is not accessible to persons with mobility impairments.
2. Participation in the Workshops and the final exhibition is free of charge.
3. The Organiser provides art materials necessary for the Workshops and covers the costs related to the production of the final exhibition.
4. Any local travel, subsistence, travel and accommodation in Gdańsk are covered by the Participants at their own expense.
5. Participants are required to obtain, at their own expense, personal accident insurance and third-party liability insurance valid for the entire duration of the Workshops.
6. In the event that, due to reasons beyond the control of the Participants and the Organiser (e.g. restrictions resulting from an officially declared epidemic threat or state of epidemic), the Workshops cannot take place on the agreed dates, new dates are agreed between the Participants and the Organiser.
7. As part of participation in the Workshops, Participants enter into an agreement with the Organiser transferring economic copyrights, together with the right to exercise derivative rights, to the outcomes developed during the Workshops, namely the materials used in the production of final exhibition summarising the Programme, as referred to in (3) and (4) above and §2(3). No remuneration is payable for the transfer of economic copyrights.

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Personal Data Processing

Pursuant to Articles 13(1) and 13(2) of 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 “**GDPR**”), the following information is provided:

1. **The controller of the Applicant’s personal data is the House of Literature in Gdańsk, a local government cultural institution governed by the Municipality of the City of Gdańsk** with its registered office at ul. Długa 35, 80-827 Gdańsk, entered in the Register of Cultural Institutions maintained by the Municipality of the City of Gdańsk under number 13/25, NIP [Tax ID]: 5833541685.
2. The Controller may be contacted by post (at the address indicated in (1) above) or by e-mail at: iodo@miastoliteratury.com.
3. The Applicant’s data provided in the Open Call application is processed on the basis of consent under Article 6(1)(a) of the GDPR for the purpose of conducting the Open Call and selecting Participants. In addition, the Controller will process the Applicant’s personal data for:
 - a. complying with the Controller’s legal obligations under applicable law, including retaining archival documentation as a local government cultural institution;

- b. pursuing and defending legal claims, including exercising the Controller's legitimate interests in protecting its rights and the interests of the Controller regarding personal data (Article 6(1)(f) of the GDPR).
4. In accordance with the GDPR, the Applicant's data may be transferred to entities processing data on behalf of the House of Literature in Gdańsk, i.e. data recipients. These may include providers of consultancy (e.g. legal) services, IT services, entities providing the Controller with IT tools and access to the databases maintained by the Controller. The Applicant's data may also be lawfully transferred to authorities authorised to request it under generally applicable law, e.g. courts or law enforcement agencies.
5. The Applicant's data will not be transferred outside the European Economic Area (EU countries, Iceland, Norway, Liechtenstein).
6. The Applicant's personal data will be processed for the period necessary to properly conduct the Open Call, for compliance with the Controller's reporting obligations and, thereafter, for the period necessary to comply with the legal obligation of public bodies to archive files.
7. The Applicant has the right to withdraw their consent at any time. Withdrawal of consent does not affect the lawfulness of any processing carried out based on the consent before its withdrawal.
8. In addition, under the GDPR, the Applicant has the right to:
 - a. access their data and obtain a copy thereof;
 - b. rectify their data;
 - c. withdraw their consent;
 - d. request erasure, restriction of processing, or to object to processing;
 - e. data portability;
 - f. lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office.
9. Please be advised that we do not make automated decisions and that the Applicant's data is not subject to profiling.
10. Provision of data is voluntary, but necessary in order to participate in the Open Call.
11. Submitting an application in the Open Call constitutes a confirmation that the Applicant has been informed of the rules governing the personal data processing by the House of Literature in Gdańsk.

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Final Provisions

1. The Organiser reserves the right to decide in matters not covered by these Regulations.
2. The Organiser reserves the right to amend these Regulations at any time. In the event that the Organiser amends the Regulations, the amended version enters into force upon publication at www.miastoliteratury.com. In addition, information on the amendment to the Regulations will be sent to Applicants who submitted their applications to the Organiser before the date of the amendment.
3. In the event of amendments to these Regulations, Applicants do not have the right to raise claims or complaints against the Organiser.
4. The Organiser reserves the right to cancel the Open Call conducted based on these Regulations at any time, but no later than 7 days before the scheduled date of the first Workshop of the series.

5. A Participant may withdraw from participation no later than 7 days before the scheduled date of the first Workshop by sending a notification to rezydencje@miastoliteratury.com.
6. In the event that the e-mail address changes, the Applicant is required to notify the Organiser without delay. If no notification is provided, correspondence sent to the address indicated in the Application is deemed effectively delivered.
7. Matters not regulated herein are governed by Polish law, including the Polish Civil Code and the Polish Act on Copyright and Related Rights.
8. These Regulations enter into force on the date they are published.
9. The following appendices constitute an integral part of these Regulations:
 - a. Appendix No. 1 – Application Form
 - b. Appendix No. 2 – Formal Assessment Form
 - c. Appendix No. 3 – Substantive Assessment Form
10. Any questions concerning the School of Graphic Reportage in Gdańsk and these Regulations should be addressed exclusively to: rezydencje@miastoliteratury.com.
11. These Regulations have been prepared in Polish and English. In the event of any discrepancies between the language versions, the Polish version prevails.