



INVESTORS ASSISTANCE DEPARTMENT

OI-I.7320.3.1.2026

Katowice, date: ____ .07.2026

REGULATIONS FOR PARTICIPATION IN THE "KATOWICE – A CITY OF PROFESSIONALS" PROGRAM - 2026/2027 EDITION

I. General provisions

1. Organizer

The City of Katowice (hereinafter referred to as the "City") is both the organizer and the sole implementer of the "Katowice – A City of Professionals" program (hereinafter referred to as the "Program").

2. Definitions:

- 1) primary school – means a primary school for which the City is the governing authority,
- 2) school providing vocational education – means a first-stage and/or second-stage sectoral vocational school or a technical school for which the City is the governing authority,
- 3) Supporting Participant (hereinafter referred to as the "Participant") – means an entrepreneur obliged, under the Letter of intent signed with the City within the Program, to organize the study visits referred to in Section II.3.2).

3. Program objectives

The objectives of the Program are defined as follows:

- aligning the offer of the schools providing vocational education with the needs of the local labour market,
- promoting municipal vocational and technical education,
- presenting the career prospects of vocational and technical education,
- increasing the level of public knowledge and awareness regarding the dual education system,
- strengthening the City's position as the economic center of the region.

II. Program formula

1. Participation in the Program is voluntary and free of charge.
2. Supporting participation does not constitute a partnership within the meaning of the Act on Public-Private Partnership (Journal of Laws of 2023, item 1637, as amended).
3. The "Katowice – A City of Professionals" program will be implemented in the following format:
 - 1) Module I – a homeroom lesson for 7th-grade primary school students, introducing the Program and dedicated to choosing a further educational and career path.
 - 2) Module II – a study visit, i.e., an organized visit of interested 7th-grade primary school students, accompanied by a supervisor, to the Participant's place of business. The purpose of the study visit is to provide an opportunity to explore the specific nature of a given profession, the practical aspects of company operations, the skills required in the work environment, and future employment prospects.
 - 3) Module III – a visit of interested 7th-grade primary school students, accompanied by a supervisor, to a school providing vocational education in the profession covered during the study visit to the company. If a company visit involves presenting a profession that is currently not taught in municipal vocational and



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technical schools, the Program will proceed without module III, and students' interest in such a profession will be taken into account when planning the further development of municipal vocational and technical schools.

- 4) Module IV — a concluding homeroom lesson for 7th-grade primary school students.

III. Terms of participation

1. Entities that meet the following criteria may apply to participate in the Program:
 - 1) Hold the status of an entrepreneur - within the meaning of Art. 4 of the Entrepreneurs' Law Act of 6 March 2018 (Journal of Laws of 2018, item 1480, as amended), an entrepreneur is a natural person, a legal person, or an organizational unit without legal personality but granted legal capacity by a separate act, who conducts economic activity, as well as partners in a civil law partnership to the extent of their economic activity.
 - 2) Conduct economic activity exclusively or, among others, in Katowice. Conducting economic activity in Katowice is understood as having the company's registered office in Katowice or, for companies based outside Katowice, having a branch office or an additional place of business operations in Katowice.
 - 3) Perform tasks, as part of its economic activity, that require vocational or technical education provided by Katowice-based vocational schools.
 - 4) Have no outstanding financial liabilities to the Tax Office, the Social Insurance Institution (ZUS), and the City Office of Katowice in connection with their business operations.
 - 5) Declare the organization of at least 5 study visits during the 2026/2027 school year (from **3 November 2026 to 29 January 2027**) at the place of business operations in Katowice and in accordance with the assumptions referred to in Section III.4.
2. A Participant shall be the entity referred to in Section III.1, from the moment of signing a Letter of intent with the City regarding cooperation within the framework of the Program.
3. The duties of the Participants include:
 - 1) Conducting study visits, i.e., module II of the Program referred to in Section II.3.2), in accordance with the assumptions referred to in Section III.4.
 - 2) Ensuring the substantive and practical value of the organized study visits, in accordance with the objectives referred to in Sections I.3 and II.3.2).
 - 3) Posting information regarding participation in the Program on the Participant's website.
 - 4) Cooperating with the City in organizing activities to promote the Program.
4. Conducting study visits:
 - 1) The dates and times of the study visits shall be determined by the Participant, taking into account the following assumptions:
 - a. visits may take place on school days between 9:00 AM and 2:00 PM,
 - b. the period for the visits in the 2026/2027 school year is: **3 November 2026 to 29 January 2027**,



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- 2) In the event that the Participant also conducts business activity outside Katowice within the territory of the Upper Silesian-Zagłębie Metropolis, it is permissible to conduct study visits at a facility located outside Katowice.

The number of study visits declared by the Participant may be reduced in the event of a lack of registrations from primary school student groups for individual visits.

- 3) Primary schools shall register for the visits selected by the students through the Department of Education of the City Office of Katowice.
- 4) The Participant shall receive from the Department of Education of the City Office of Katowice a schedule of visits, supplemented with information regarding the primary schools registered for individual visits, along with contact details for the supervisors of the respective student groups.
- 5) It is recommended to contact the aforementioned student group supervisor prior to the scheduled visit in order to confirm attendance.

5. Organization and schedule of applications for participation in the Program

- 1) In order to apply for participation in the Program, it is required to:
 - fill out the application form constituting Appendix No. 1 to these Regulations,
 - send the completed and signed application form in an electronic version (scan or photo) to the e-mail address: rawa.ink@katowice.eu, subject to Section III.5.4) or send it as a hard copy to the following address: Wydział Obsługi Inwestorów, ul. Rynek 1, 40-003 Katowice, with the note: „Katowice Miastem Fachowców 2026/2027” [A City of Professionals].
 - it is permissible to submit the application form in an electronic version signed with a qualified electronic signature to the e-mail address: rawa.ink@katowice.eu. The submitted document is equivalent to the original paper version.
 - in the case of an entity operating as a civil law partnership, a contract confirming the establishment of the said civil law partnership must also be attached.
- 2) The call for applications is conducted on a continuous basis, subject to the deadline referred to in Section III.5.3).
- 3) The application forms referred to in Section III.5.1) must be submitted **by 31 August 2026**.
- 4) If the application form is sent as a scan or photo to the e-mail address, it must also be sent as a hard copy or delivered in person prior to signing the Letter of intent to the address referred to in Section III.5.1) of the Regulations.

6. Evaluation of applications for participation in the Program:

- 1) The evaluation of application forms submitted within the deadline specified in Section III.5.3) shall be conducted by the Evaluation Team, whose composition will be determined by a separate Ordinance.
- 2) The evaluation referred to in Section III.6.1) consists in verifying the completeness and correctness of the form, as well as its compliance with the rules specified in Section III.1.



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- 3) In the case of an incomplete or incorrectly completed form, the Evaluation Team may request the entity that submitted the form to supplement or correct it.
- 4) The entity that submitted the form will be informed of the evaluation results by the Evaluation Team via an e-mail sent to the e-mail address indicated in the form.

7. Signing of Letters of intent:

- 1) Upon receiving a positive evaluation from the Team, the entity shall be notified of the possibility of signing a Letter of intent, the template of which constitutes Appendix No. 2 to these Regulations.
- 2) The City shall sign a Letter of intent with a given Participant only once in the 2026/2027 school year.

8. Rights and obligations of the Organizer:

- 1) The City will provide extensive promotion of the Program, including placing the Participant's logo on the following websites: <https://rawaink.katowice.eu/>, <https://invest.katowice.eu/>. Furthermore, the Participant will be featured on social media: <https://www.facebook.com/Rawa.Ink/>, <https://www.linkedin.com/company/invest-in-katowice/>.
- 2) The City will provide a dedicated promotional campaign for the Supporting Participants.
- 3) Participation in the Program enables Participants to promote their activities in the field of ESG and CSR.
- 4) The City reserves the right to withdraw from implementing the Program in the formula resulting from these Regulations.
- 5) The City reserves the right to change the deadlines referred to in Section III.5.3).
- 6) In the event of withdrawal from implementing the Program, the City shall not be held liable for any damages incurred by the Participant as a result thereof.



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Appendix No. 1 to the Regulations for participation
in the "Katowice – A City of Professionals" program
2026/2027 edition

APPLICATION FORM

Name of the entity:

Organizational form:

NIP (Tax Identification No.):

Applicable business register¹: CEIDG / KRS²

REGON (National Business Registry Number):

Registered office address of the entity:

Address / addresses of business operations:

Correspondence address:

E-mail address:

Person(s) authorized to represent the entity

(first name, surname, position held):

Contact person for operational matters:

(first name, surname, phone number, e-mail address):

¹ delete as appropriate

² if the KRS register is indicated, provide the KRS number



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Schedule of study visits

Visit No.	Date and time of the visit: • date • start time • estimated completion time	Visit location – address	Detailed description of the visit	Profession / professions covered by the visit. (Please specify whether these are vocational or technical professions?)	Permissible number of students per single visit	Contact person: • first name and surname • e-mail • phone number





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Visit No.	Date and time of the visit: · date · start time · estimated completion time	Visit location – address	Detailed description of the visit	Profession / professions covered by the visit. (Please specify whether these are vocational or technical professions?)	Permissible number of students per single visit	Contact person: · first name and surname · e-mail · phone number

Information clause

Pursuant to Article 13(1) and (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), please be informed that:

- 1) The Controller of your personal data is the Mayor of the City of Katowice, with its registered office in Katowice at ul. Młyńska 4, e-mail: urząd_miasta@katowice.eu.
- 2) The Mayor of the City of Katowice has appointed a Data Protection Officer, e-mail: iod@katowice.eu.
- 3) Your personal data will be processed for the purposes of:
 - taking steps aimed at signing a letter of intent within the "Katowice – A City of Professionals" program,
 - implementing the "Katowice – A City of Professionals" program,
 - undertaking promotional activities for the "Katowice – A City of Professionals" program,
 - producing promotional materials within the "Katowice – A City of Professionals" programon the basis of:
 - your consent to the processing of data (Article 6(1)(a) of the GDPR),



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- the performance of a task carried out in the public interest by the controller or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
- 4) The recipients of your personal data will be:
 - primary schools participating in the *"Katowice – A City of Professionals"* program,
 - entities cooperating with the City of Katowice within the framework of promoting the *"Katowice – A City of Professionals"* program.
 - 5) Your personal data will be processed for the duration of the program and for 5 years from the date of completion of the *"Katowice – A City of Professionals"* program, unless consent is withdrawn earlier (to the extent that processing is based on consent).
 - 6) You have the right to request access to your personal data, as well as its rectification, erasure, restriction of processing, and the right to object to the processing.
 - 7) You have the right to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
 - 8) You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office with its registered office in Warsaw, if you consider that the processing of your personal data violates the provisions of the GDPR pursuant to Article 77.
 - 9) Providing your personal data is voluntary. The consequence of failing to provide personal data is the inability to participate in the *"Katowice – A City of Professionals"* program.
 - 10) The personal data provided by you will not be used for automated decision-making, including profiling, as referred to in Article 22 of the GDPR.

Declarations

- ☐ I declare that I have read the above information clause.
- ☐ I declare that I have read the Regulations for participation in the *"Katowice – A City of Professionals"* program, 2026/2027 edition.
- ☐ I undertake to conduct the study visits at the place of business operations in accordance with the schedule completed in this form.
- ☐ I declare that within the framework of my business operations:
 - I am not in arrears with tax payments to the tax office,
 - I am not in arrears with social security, health insurance, and other contributions to the Social Insurance Institution (ZUS),
 - I do not have any outstanding financial liabilities to the City Office of Katowice.

.....
stamp of the entity

.....
date and legible signature of the person authorized to represent the entity



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Appendix No. 2 to the Regulations for participation
in the "Katowice – A City of Professionals" program
2026/2027 edition

LETTER OF INTENT ON COOPERATION WITHIN THE "KATOWICE – A CITY OF PROFESSIONALS" PROGRAM - 2026/2027 EDITION

entered into on in Katowice between:

the City of Katowice, with its registered office in Katowice, ul. Młyńska 4, 40-098 Katowice
represented by:

.....
hereinafter referred to as the **"City"**
and

..... with its registered office in
represented by:

.....
hereinafter referred to as the **"Supporting Participant"**
collectively referred to as the **"Parties"**

Preamble

The Parties to this Letter of intent (hereinafter referred to as the "Letter"), recognizing the growing importance of vocational and technical education in the economic development process, decide to commence in good faith cooperation within module II of the "Katowice – A City of Professionals" program – 2026/2027 edition, aimed in particular at enhancing the attractiveness of this type of education and showcasing the professional perspectives associated with it, as well as strengthening the position of the city of Katowice as the economic center of the region.

§1

The organization of study visits aims to create the following opportunities for students:

- to learn about the specific nature of working in a given profession,
- to understand the practical principles of business operations,
- to discover the skills used in the workplace environment,
- to learn about employment opportunities within the enterprise and the recruitment process for new employees.

§2

The following rules for the organization of study visits are hereby established:

- 1) The study visits will be on-site, i.e., they will involve the physical presence of students, along with their supervisor(s), at the Supporting Participant's place of business operations.
- 2) The course of the visits depends on the specific nature of work at the Supporting Participant's business.
- 3) The visits will be carried out in accordance with the schedule agreed upon between the Parties.



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§3

Under this Letter, the Parties agree as follows:

- 1) The Supporting Participant declares the organization of study visits for 7th-grade students of primary schools for which the City is the governing authority, at its place of business operations in the 2026/2027 school year.
- 2) The City commits to an extensive promotion of the *"Katowice – A City of Professionals"* program, including placing the Participant's logo on the following websites: <https://rawaink.katowice.eu/>, <https://invest.katowice.eu/>. Furthermore, the Participant will be featured on social media: <https://www.facebook.com/Rawa.Ink/>, <https://www.linkedin.com/company/invest-in-katowice/>.
- 3) The City will provide a dedicated promotional campaign for the Supporting Participants.
- 4) Participation in the Program enables Participants to promote their activities in the field of ESG and CSR.

§4

1. This Letter constitutes an expression of the Parties' will to undertake cooperation within module II of the *"Katowice – A City of Professionals"* program and does not create any financial obligations.
2. This Letter is not a public-private partnership agreement within the meaning of the Act on Public-Private Partnership (Journal of Laws of 2023, item 1637, as amended).

§5

1. Any amendments to this Letter must be made in writing, otherwise being null and void.
2. In matters not regulated by this Letter, the provisions of the Civil Code and other generally applicable laws shall apply.
3. The Parties reserve the right to withdraw from the Letter in the event of circumstances independent of the withdrawing Party that prevent the implementation of cooperation within module II of the *"Katowice – A City of Professionals"* program.
4. In the event of any disputes, the Parties shall endeavor to reach an amicable settlement. If no agreement is reached, the disputes shall be subject to resolution by the common court having territorial jurisdiction over the City of Katowice.

§6

This Letter has been executed in two identical counterparts, one for each of the Parties.

§7

The Letter enters into force on the date of its signing.

Supporting Participant

City



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