

**THE RULES AND REGULATIONS OF THE INTERNATIONAL OPEN CALL
FOR THE CURATOR OF THE 15th EDITION OF "NARRACJE – INSTALLATIONS
AND INTERVENTIONS IN PUBLIC SPACE" FESTIVAL**

§ 1.

General provisions

1. International call for the curator of the 15th edition of "NARRACJE - Installations and Interventions in Public Space" Festival, hereinafter referred to as the Festival is open to individual candidates, organizational units, legal entities and curatorial collectives, provided that their entries shall comply with the requirements specified in § 3 of these Rules and Regulations.
2. Basic tasks and duties of the curator of the Festival shall include:
 - a) implementation of the duties of the curator of the Festival in close cooperation with the producer, the production team, the organizers and the co-organizers of the Festival,
 - b) willingness to take actions aimed at obtaining funds for the preparation and implementation of the Festival, identifying potential sponsors or entities interested in supporting particular projects/activities/artists participating in the Festival.
3. Details of implementation of the 15th edition of "NARRACJE - Installations and Interventions in Public Space" Festival and mutual commitments for its execution are going to be set out in the form of the written agreement concluded between the curator and Organizer of this open call, specified in item no 4 below, after the announcement of its results.
4. The open call is organized by Instytut Kultury Miejskiej (City Culture Institute) - a municipal cultural institution with its registered office in Gdańsk and Gdańsk City Gallery - a municipal cultural institution with its registered office in Gdańsk, hereinafter jointly referred to as the Organizer.
5. The procedures of this open call shall be carried out by the Jury consisting of 5 persons appointed by the Organizer, hereinafter referred to as the Jury.

§ 2.

The objective of the open call

1. The purpose of this open call is to choose the curator of the 15th edition of the "NARRACJE - Installations and Interventions in Public Space" Festival which will be held in Gdańsk, Poland from 15th to 16th of November 2024.
2. "NARRACJE - Interventions and Installations in Public Space" Festival, its former editions and the planned 15th edition, is creation of the artistic programme (fourteen or so artistic works = one and half hour long walk) in the selected part of the city, during which spectators may have the opportunity to get acquainted with the works of invited artists – projects mainly visual, light, interactive, performative, film, and also and above all with the site-specific works created for a specific locations in Gdansk, which observe the existing geopolitical situation, topography and atmosphere of the area, and encourage to the creative discussion of universal and specific local problems of the certain place and the community.
3. The 15th edition of the Festival will explore the area of the Gdańsk – Niedźwiednik district.
4. The estimated initial budget of the 14th edition of the Festival is approx. PLN 270,000 gross. Given that the aforementioned initial budget depends on whether the Organiser obtains appropriate subsidies, the budget may be subject to change, including reduction.
5. Within the aforementioned budget, the anticipated remuneration for the curator of the 15th edition of the Festival is PLN 12,000 gross for an individual application or PLN 15,000 gross to be divided in the case of a collective application.

§ 3.

Basic requirements towards candidates

The Organizer's basic requirements towards candidates for the curator of the Festival include:

- a) good knowledge of contemporary art, curatorial experience in organizing exhibitions and/or events in the public space,
- b) willingness and ability to visit Gdansk during preparations for the Festival from January to November 2024 and constant presence in Gdansk during the Festival,
- c) willingness and ability to visit Gdansk during 14th edition of the Festival (17th to 18st of November 2023) in order to learn about Festival specifics;
- d) fluent knowledge and use of English.

§ 4.

Duration and course of the open call

1. The open call shall commence on the 31st of May 2023, from which date the Organizer shall start accepting entries from candidates for the curator of the 15th edition of "NARRACJE – Interventions and Installations in Public Space" Festival.
2. The entries shall be accepted until the 31st of July 2023, 24.00.
3. Entries shall be submitted via e-mail: info@narracje.eu or regular mail to the address of the Organizer: Instytut Kultury Miejskiej, ul. Długi Targ 39/40, 80-830 Gdańsk, Poland. In case an entry is submitted in an electronic form, the deadline for submitting the entry specified in item no 2 above shall be deemed kept if the entry has been read by the Organizer by the date and time specified in the item no 2 above. In case an entry is submitted in writing form, the deadline for submitting the entry specified in item no 2 above shall be deemed kept if the entry has been sent by mail or courier services by the date and time specified in item no 2 above.
4. Any costs of the entry delivery, including any accompanying CDs or DVDs, as well as any freight charges shall be borne by the candidate. The candidate shall also pay any duties outside the territory of the Republic of Poland and comply with customs regulations concerning shipments. Foreign shipment from outside the European Union shall be marked "For cultural purposes only - no commercial value".
5. The proceedings of the Jury examining the submitted entries, the selection of the winning candidate and the results of the open call shall be announced on the Organizer's website – www.ikm.gda.pl by the 31st of August 2023.
6. The winning candidate of this open call will be additionally notified via e-mail.

§ 5.

The rules of participation in the open call, the contents of an entry

1. The participants in the competition whose entries shall be examined by the Jury, shall be only those persons and entities whose entries are submitted within the period specified in § 4 hereof and meet the requirements set out below.
2. The entry should be accompanied by the following documents required by the Organizer:
 - a) Letter of intent describing the reasons for participation in the open call,

- b) Draft of the Festival concept pertaining to the specifics of the area where the Festival is going to be held,
 - c) Preliminary list of artists to be invited to participate in the Festival and a brief description of their realized or planned projects or activities in public space that would become a part of the Festival the 15th edition's programme, along with pictures or visualizations (regards to the works already created),
 - d) Festival budget estimation,
 - e) Updated CV of the candidate containing information about the candidate's experience, realized festivals or other artistic projects and the education degree,
 - f) Statement specified in the item no 8 below.
3. Each candidate for the curator participating in the open call may be the author or participant of maximum 1 entry. This provision shall also apply to the participation of the applicant in a collective entry.
 4. The entry should be made in Polish or in English.
 5. The entry and/or required attachments may be prepared in an electronic form and sent via email or saved on a CD or DVD and attached to the entry sent via regular mail. The file name shall contain the first name/names and surname of the author or authors of the entry.
 6. The entry and its CD or DVD attachments should include data identifying the author of the entry (first name, last name or the name of the entity along with the residence or registered office address, telephone, email).
 7. The candidate should include, at the end of the presentation or in a separate file, a list and description of the entry attachments, particularly regarding the documentation confirming the candidate's experience.
 8. The participant in the open call shall attach a statement granting the Organizer a royalty-free and non-exclusive license to use the copyright and related rights regarding the entry and its attachments, and to use the entry for the purposes of the open call proceedings and the choice of the curator. The statement shall include a confirmation that the entry submitted and its attachments do not infringe any copyright, related or personal rights of third party and the participant's consent to the processing of his/her personal data in the scope necessary for carrying out the open call, in accordance with the Regulation (EU) 2016/679 of The European Parliament and of The Council of 27th of 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). Statement form is attachment to these Rules and Regulations.
 9. The Organizer refuses to reimburse any travel expenses borne for the preparation of the entry by candidates for the curator of the Festival.
 10. The entries submitted will not be returned. Once the selection procedure has been completed, the entries will be transferred to the Organizer's archives.

§ 6.

Principles and criteria for evaluation of open call entries

1. Any entries submitted before the announcement of the open call or after the deadline specified in the announcement of the open call or herein, as well as any entries that fail meet the requirements specified in the announcement and herein shall be rejected.
2. Candidates whose entries have been rejected shall be informed by e-mail with the explanation of the reasons for the rejection of such entries.
3. Any rejected entries shall not be examined by the Jury.
4. The Jury shall evaluate the candidates and proceed with the selection of the curator of the Festival on the basis of entries not rejected.
5. The Organizer shall evaluate the candidates' entries on the basis of the following criteria:
 - a) compliance with the formal requirements specified in the announcement or these Rules and Regulations,
 - b) the substantive value of the entry's contents, particularly its reference to the presumed location of the 14th edition of the Festival,
 - c) assessment of creativity and originality of the concept of the Festival, of the list and description of achievements of artists to be invited to participate in the Festival and their projects and activities in public space,
 - d) clarity, comprehensibility and readability of the entry.

§ 7.

The members of the Jury

1. The Jury to evaluate the submitted entries shall consist of:
 - a) the Director of City Culture Institute (Instytut Kultury Miejskiej),
 - b) the Director of the Gdańsk City Gallery,
 - c) first representative of the artistic society invited to the Jury,
 - d) second representative of the artistic society invited to the Jury,
 - e) third representative of the artistic society invited to the Jury.
2. The Jury shall debate at meetings called according to the needs of the Jury.
3. Any binding decisions of the Jury require the presence of at least 4/5 of its members.
4. The Jury shall commence its proceeding at its first meeting from verifying whether the submitted entries contain all documents specified in the announcement of the open call or herein and whether the submitted documents confirm the candidate meets the requirements specified in the announcement of the open call or herein.

§ 8.

Documenting the open call proceeding

1. The open call proceeding shall be documented in the form of minutes containing the data specified in item no 2 below.
2. Minutes of the proceeding and choosing the winner of the competition shall contain:
 - a) date and place of carrying out particular actions of the proceeding,

- b) full names of the persons conducting the proceeding, including members of the Jury,
 - c) date and time of entries' submission,
 - d) list of candidates participating in the proceeding,
 - e) description of the actions carried out,
 - f) summary of the evaluation of submitted entries and the results of the proceeding.
3. The minutes together with the open call documentation, particularly the entries submitted in the course of the competition, shall be stored by the Organizer.

§ 9.

The choice of the curator of the Festival

1. A candidate for the curator of the Festival shall be selected by the Jury in open vote by simple majority of the present members.
2. Each Member of the Jury shall have one vote.
3. The candidate with the largest number of votes shall be considered the winner of the open call.
4. If two or more candidates the same number of votes, the second ballot shall be carried out among only those candidates who obtained the same highest number of votes.
5. If the second ballot fails to select one candidate, all candidates who have obtained the same highest number of votes shall be candidates for the position of the curator of the Festival, from among whom the winner shall be selected by the Organizer of the open call.
6. The decision of the Jury, except for the situation specified in item no 5 above, shall be final and cannot be appealed against.

§ 10.

Personal data

1. The Joint Controllers in the range of personal data of the participants in the competition are: City Culture Institute (Instytut Kultury Miejskiej) (hereinafter also as "IKM") - municipal cultural institution with its seat in Gdańsk, at Długi Targ 39/40 Street, postal code: 80-830 Gdańsk, registered in register of municipal cultural institutions kept by the City of Gdańsk at no 12/11 and Gdańsk City Gallery - a municipal cultural institution with its registered office in Gdańsk at Piwna 27/29 Street, postal code: 80-831 Gdańsk, registered in register of municipal cultural institutions kept by the City of Gdańsk at no 11/09.
2. In all matters relating to the processing of personal data of the participants in the competition for the curator of the Narratives Festival (as the person whose personal data are processed), please contact with The Joint Controller of personal data – IKM, email contact address: iodo@ikm.gda.pl, regular post correspondence address to the seat of the IKM.
3. The personal data of the participant shall be processed by the in order to execute the competition for the curator of the Narratives Festival, for compliance with a legal obligation to which The Joint Controllers of personal data are subject and for the purposes of the legitimate interests pursued by The Joint Controllers, including for marketing purposes, accordingly to article no 6 item no 1 points a), c) and f) 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.
4. The personal data of the participant shall be processed during the realization of the current competition for the curator of the Festival and after for the period required for realization of legal commitments to which The Joint Controllers of personal data are obliged to.
5. The personal data of the participant may be disclosed to other recipients empowered to settle accounts and control the activities of The Joint Controllers of personal data with the preservation of the binding law regulations, entities financing The Festival project carried out by The Joint Controllers of personal data, legal service providers for The Joint Controllers of personal data, the hosting company providing email services for the Joint Controllers of personal data, telecommunication service providers and telecommunications operators providing services for the Joint Controllers of personal data, and shall not

- be transferred to third country (outside European Economic Area).
6. The participant has the right to request access to and rectification or erasure of personal data with reservation of the provisions of the Regulation, including article no 17 of the Regulation, restriction of processing concerning the data subject or to object to processing as well as the right to data portability.
 7. The participant shall have the right to oppose the further processing and, in the case of consent for the processing of data to its withdrawal. The use of the right of withdrawal of consent does not affect the processing that took place until the withdrawal of consent
 8. The participant of the competition also has the right to lodge a complaint with a supervisory authority (Prezes Urzędu Ochrony Danych Osobowych) if it finds that the processing of his/her personal data violates the legal regulation on the protection of personal data, including the provisions of the Regulation.
 9. Disclosure of own personal data by the participant is voluntary, but if a participant does not consent to the processing of its personal data, it will be impossible to accept its entry for the competition.
 10. Personal data of the participant of the competition will not be processed in an automated manner, including in the form of profiling.
 11. Withdrawal of consent to the processing of personal data should be submitted by e-mail to the following e-mail address: iodo@ikm.gda.pl. or by regular mail, in writing, to the address of the seat of the Joint Controller of personal data – IKM.

§ 11.

Miscellaneous

1. The submission of entry in the open call for the curator shall mean the candidate accepts of terms and conditions of the open call and these Rules and Regulations.
2. Candidates participating in the contest shall receive updates and notices regarding the contest at the e-mail address indicated in their entries.
3. Additional information about the open call can be obtained by e-mail: info@narracje.eu and in the Organizer's office (Instytut Kultury Miejskiej, Długi Targ 39/40 Street, 80-830 Gdańsk, Poland, from Monday to Friday, 9:00 a.m. – 4:00 p.m., contact person: Joanna Weltrowska, tel.: +48 785 852 016).
4. The open call Organizer shall have at any time the right to change, interrupt, cancel or terminate the competition without accepting any of the submitted entries and without any explanation.
5. The Organiser may cancel the Festival without providing a reason. In such a case, the relevant provisions of the agreement made with the selected Festival curator shall apply. If the Organiser cancels the Festival before the agreement with the curatorial candidate is concluded, the selected candidate shall not be entitled to claims for the conclusion of the curatorial services agreement or compensation for any damage resulting therefrom.
6. In case the winner of the open call fails to carry out the duties of the curator or to sign the contract regarding implementation of the curator's duties, the Organizer shall have the right to select the next best candidate without reopening the competition.
7. These Rules and Regulations is the only document determining the rules and regulations of the competition.
8. Matters not covered herein or demanding interpretation of the provisions hereof shall be settled at the exclusive discretion of the Organizer.
9. Any disputes arising out of these Rules and Regulations or participation in the competition shall be settled by the court having jurisdiction over the registered seat of the Organizer.
10. These Rules and Regulations are available in the Organizer's office and on the website www.ikm.gda.pl.
11. In case of any discrepancies, the Polish language version hereof shall prevail.