

## REGULATIONS

# Ukraine – Free Stage

### **Preamble**

The Teatro Nacional São João, E.P.E. (TNSJ) has created the project *Ukraine – Free Stage*, a programme aimed at Ukrainian artists and culture professionals who, within the context of the war in Ukraine and its resulting humanitarian crisis, are currently in the process of settling in Portugal.

*Ukraine – Free Stage* comprises two key components: 1) the temporary integration of actors and other stage professionals in the activities of the TNSJ, namely its production projects, and 2) the awarding of artistic creation grants to stage professionals who will carry out their personal projects within the frame of this National Theatre's programming.

### **Article 1**

#### **Scope**

The present regulations cover and define the awarding process of the creation grants and the temporary integration of professionals in the TNSJ activities, within the scope of the *Ukraine – Free Stage* programme.

### **Article 2**

#### **Objectives**

The objectives of the *Ukraine – Free Stage* programme are:

1. To temporarily integrate Ukrainian artists and other culture professionals, who have arrived in Portugal under the **temporary protection regime for Ukrainian citizens and their families**, in the structure and activities of the TNSJ;
2. To develop spaces in which Ukrainian artists may create and present their work, thus allowing them to pursue it during their stay in Portugal.

### Article 3

#### Target group

1. The target group of the *Ukraine – Free Stage* programme comprises all adult persons of Ukrainian descent who are artists and culture professionals and are currently living in Portugal under the **temporary protection regime for Ukrainian citizens**.
2. All candidates must be inscribed in the temporary protection regime for Ukrainian citizens and their families or have at least already submitted a request for protection.
3. Information on this initiative of the Portuguese Government is available at <https://sefforukraine.sef.pt> or <https://portaldiplomatico.mne.gov.pt/servicos/servicos-informativos/ucrania>.

### Article 4

#### Applications and admissibility

1. Ukrainian citizens who wish to take part in the programme are required to send a proposal letter (max. 6.000 characters), their CV and other information they deem necessary to the assessment of their professional skills to the e-mail address [freestage@tnsj.pt](mailto:freestage@tnsj.pt).
2. The only admissible applications are the ones associated with the various categories of the performing arts (theatre, music, dance and others) or of the technical theatre arts (dramaturgy, scenography, costumes, lighting, sound, productions and others).

3. Any propositions to host shows or other events produced outside the scope of this programme will not be considered eligible.
4. Only propositions from individual citizens who are currently living in Portugal under the **temporary protection regime for displaced citizens** and made in their own name will be accepted.
5. Any propositions from collective entities or legal persons will not be deemed eligible.
6. In the case of propositions involving more than one person, each citizen involved must send an individual application in his/her name.

## Article 5

### Assessment and replies

1. The propositions will be assessed in chronological order of receipt by the TNSJ's Artistic Direction and Board.
2. The Teatro Nacional São João will reply within a maximum of five working days counted from the receipt confirmation of the application via e-mail.
3. The applicants must be available for a meeting, in person or online, during the assessment stage of the process.
4. The TNSJ will assess the technical/artistic viability of the applications, in order to defined adequate terms for collaboration between both parties, either by integrating the propositions in the activities of the TNSJ or by awarding creation grants for their autonomous fulfilment.
5. The TNSJ will provide a work plan, taking into consideration the profile of each applicant as well as its programming needs.
6. The TNSJ reserves the right to propose alternative collaboration modes, taking into consideration the needs of its activities and the available working and budgetary conditions, always within the sphere of the applicants' interests and skills.

7. The acceptance of propositions is limited by financial conditions of the programme, as well as by the technical/logistic conditions available at the TNSJ.
8. The acceptance of propositions does not imply any commitment to schedule or publicly present the resulting work.

## Article 6

### Collaboration modes

1. Once the application has been assessed, the TNSJ will propose the awarding of an artistic creation grant or integrate the applicant into the TNSJ's activities.
2. The collaboration mode will be determined by agreement between the two parties.
3. The artistic creation grants will have a maximum duration of three months and a minimum of one, their full amount ranging between 1.500,00 € (one thousand and five hundred euros) and 4.500,00 € (four thousand and five hundred euros).
4. The above values include taxes and other fiscal requirements in accordance with current legislation.

## Article 7

### Monitoring and presentation of outcome

1. Participation in this programme does not require the public presentation of its outcome.
2. The beneficiaries undertake to respect the present regulations and to supply materials documenting the work process developed within the scope of this programme.
3. The TNSJ will monitor and support the beneficiaries as they develop their work in Porto, in accordance with the previously agreed plan.

4. Whenever possible, the TNSJ may manage to find ways to publicly present the work that has been carried out, or suggest connections with local and national partners to continue the work that has been developed.
5. No sort of employment or programming commitment between the TNSJ and the beneficiary will issue from this process.

## **Article 8**

### **Payments**

1. The value established for each creation grant will be paid directly to the applicant via bank transfer; no intermediaries or representatives will be accepted.
2. The value to be paid each applicant will be defined in accordance with the duration and characteristics of the project, taking into consideration the limits of the budget available for the programme.
3. The payments will be staggered over the duration of the grant, ranging between one and three tranches.
4. The beneficiaries must submit receipt(s) in accordance with the defined value of their services.

## **Article 9**

### **Processing of personal data**

1. The TNSJ is committed to respect the rules of privacy and protection of personal data by adopting appropriate technical and organisational measures that ensure that the treatment of personal data is carried out in a manner that is lawful, fair, transparent and limited to authorised purposes, in compliance with the terms of the General Data Protection Regulation (GDPR), as concerns the protection of individuals in terms of the treatment of personal data and the free circulation of such data, and with Portuguese applicable laws.

2. All the personal data gathered within the scope of the present regulations will be used solely for the purposes defined in them.
3. The TNSJ's privacy policy can be consulted at [www.tnsj.pt](http://www.tnsj.pt).

## Article 10

### Copyright

1. The rights of the author of a literary work created within the scope of this programme will be defined in accordance with the *Código do Direito de Autor e dos Direitos Conexos* [Copyright and Associated Rights Code].
2. It is the sole responsibility of the beneficiary to ensure that the work carried out does not infringe any third party rights.

## Article 11

### Final provisions

1. The conditions necessary to take part in the programme, namely being under the **temporary protection regime for Ukrainian citizens**, are the sole responsibility of the applicants.
2. Without prejudice to what is set down in these regulations, the TNSJ reserves the right to propose other collaboration modes with the applicants, and to refuse propositions that do not fit in with its programming aims.
3. All communications and information concerning the programme must be sent to the e-mail address [freestage@tnsj.pt](mailto:freestage@tnsj.pt).

*Approved by the Board of the  
Teatro Nacional São João, E.P.E. on 24 March 2022.*