

**OFFICIAL JOURNAL OF THE MINISTER FOR INTERNAL AFFAIRS AND
ADMINISTRATION**

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**Item 69 ORDER NO 53 OF THE MINISTER OF INTERIOR AND ADMINISTRATION
of 6 December 2017**

**on establishing the organizational regulations of the National Institute
of Local Self-Government**

On the basis of Article 39(6) of the Act of 8 August 1996 on the Council of Ministers (Journal of Laws of 2012. item 392 and of 2015 item 1064) and § 4 paragraph 3 of the Statute of the National Institute for Local Self-Government constituting an annex to Order No. 36 of the Minister of Administration and Digitisation of 3 September 2015 on the establishment of a state budgetary unit under the name "National Institute of Local Government Territorial Self-Government" (Dz. Urz. Min. Ad. i Cyf. pos. 56 and Dz. Urz. Min. Spraw Wew. i Ad. of 2016 pos. 58) it is ordered as follows:

§ 1. The National Institute for Local Self-Government shall be provided with organisational rules and regulations constituting

§ 2. The Regulation shall come into force on the date of its publication

Annex to Order No. 53
of the Minister of the Interior and Administration
of 6 December 2017. (item 69)

ORGANIZATIONAL REGULATIONS OF THE NATIONAL INSTITUTE OF SELF-GOVERNMENT

Chapter 1.

General Provisions

§ 1. The organizational regulations of the National Institute for Local Self-Government, hereinafter referred to as "The Regulations", define the organization of the National Institute for Local Self-Government, hereinafter referred to as "Institute", including:

- 1) the organisational structure of the Institute;
- 2) tasks and competences of the heads of organisational units of the Institute;
- 3) the principles for signing letters and other documents.

§ 2. Whenever these Regulations refer to:

- 1) Director - should be understood as the Director of the National Institute of Local Self-Government;
- 2) Deputy Director - should be understood as Deputy Director of the National Institute for Local Self-Government
- 3) Organisational Unit - it should be understood as a team.

Chapter 2.

Organisational structure of the Institute

§ 3 1. The Institute's structure is divided into

- 1) The management consisting of:
 - a) Director,
 - b) Deputy Director,
 - c) Chief Accountant,
 - d) heads of organisational units;
- 2) organisational units;
- 3) Secretariat.

2. The Institute's organisation chart is annexed to these Regulations.

§ 4. 1. The Programme Council is a collective consultative and advisory body to the Director in the performance of the Institute's tasks.

2. the tasks of the Programme Board are defined in these Regulations.

The tasks of the Programme Board are defined in the Institute's statutes and in the Regulations of the Programme Board.

Chapter 3.

Managing the Institute

§ 5. 1. The Director directs the Institute's work and coordinates and supervises all its activities.

2. The Director performs his tasks with the assistance of the Deputy Director, the Chief Accountant and the heads of the organisational units.

3. The Director, the Deputy Director, the Accounting Officer and the Heads of Organisational Units shall create conditions for the proper performance of duties by the staff.

4. The Director may set up permanent or ad hoc boards, committees and panels and appoint persons to carry out specific tasks.

5. The Director may delegate the performance of specific tasks to other persons under civil law contracts or authorise other persons to perform specific acts.

6. The Director may authorise employees of the Institute to take decisions on his/her behalf in certain matters.

7. The Director may issue orders, decisions and guidelines.

8. The Director establishes the principles of personnel policy, including pay, social and welfare policy, and takes decisions on staff matters.

§ 6. 1. The Deputy Director, in matters not reserved for the exclusive competence of the Director, shall supervise and coordinate the day-to-day activities of the Institute.

2. The Deputy Director is responsible for the Institute's activities, appropriate organisation of its work and proper tasks of the organisational units.

3. The Deputy Director manages the Institute's work during the Director's absence.

4. The Deputy Director's duties include in particular:

1) representing the Institute within the scope of the powers granted to him/her;

2) preparing activity plans for the organisational units and supervising their implementation after their prior approval by the Director;

3) defining detailed content-related tasks of the organisational units.

§ 7. 1. The organisational units are managed by heads who report directly to the Director, to whom they are responsible for the overall activity of the organisational unit entrusted to them.

2. The Director signs job description cards for the heads of the organisational units, which define the detailed scope of duties and powers.

3. The organisational structure of the organisational units and their staffing is established by the Director at the request of the head of a given organisational unit.

§ 8. 1. The Chief Accountant shall be employed by the Director. The Chief Accountant is responsible for the overall financial management of the Institute. financial management of the Institute.

2. The Chief Accountant reports directly to the Director and directs the Institute's accounting activity within the scope of the provisions on accounting and public finance.

3. The accounting officer shall be responsible for the proper performance of the Institute's account of the Institute, and in particular:

1) providing timely and reliable information on the financial results of the Institute's activities to authorised bodies and individuals;

2) efficient protection of the Institute's property and timely accounting of persons responsible for the property;

3) proper and punctual financial settlements;

4) proper storage and security of accounting documents, books of account and financial statements.

4. The duties of the chief accountant include:

1) representing the Institute in financial and other matters within the scope of the powers granted to him/her;

2) keeping the Institute's accounts;

3) disposing of the Institute's financial resources jointly with the Director

4) preparing financial information necessary for planning the Institute's activities and taking correct economic decisions, in particular, preparing profit and loss calculations and ensuring the correctness and punctuality of the Institute's numerical and financial reports Institute;

5) exercising preliminary control of the conformity of economic and financial operations with the financial plan Institute;

6) controlling economic and financial operations connected with cash disbursement and monetary turnover on bank accounts, as well as issuing documents concerning the receipt purchase or manufacturing of fixed assets and control of all other operations having financial effects financial effects;

7) to draw up rules according to which the work necessary to ensure correctness of financial management and accounting, cost accounting and financial reporting financial reporting.

Chapter 4.

Tasks and competences of heads of organisational units

§9. 1. The tasks of the heads of the Institute's organisational units include:

- 1) planning and organising work in the managed organisational unit;
- 2) preparing job description cards for the employees subordinate to them
- 3) preparation of work plans for the organisational unit in charge
- 4) taking care of high level of works of the subordinate unit and their timely execution
- 5) review, allocation and decreeing of letters received by the managed organisational unit and providing guidance to the subordinate employees as to the manner of their handling
- 6) organising proper and timely securing of materials and planning of resources necessary for the performance of tasks
- 7) familiarising the employees of the subordinate organisational unit on an ongoing basis with new regulations and the Director's instructions regarding the performance of their tasks
- 8) raising his/her own qualifications and those of his/her subordinates
- 9) keeping the Director informed of the tasks performed by the organisational unit and the needs of its efficient functioning, and submitting to the Director the matters requiring his/her decision
- 10) performance of other tasks deriving from the content-related scope of activity of the organisational unit, ordered by the Director or Deputy Director;
- 11) observing the internal procedures and regulations, occupational safety and health rules, fire safety rules and - in accordance with the regulations in force - handling the matters resulting from the scope of the duties;
- 12) supervising the observance of work discipline and internal procedures and regulations by all employees of the subordinate organisational unit.

2. The competence of heads of organisational units includes:

- 1) presenting proposals to the Director in matters of:
 - a) hiring, firing and promoting employees of a given organisational unit,
 - b) granting awards, bonuses and penalties to employees of a given organisational unit,
 - c) business trips of the employees of a given organisational unit;
- 2) Agreeing with the Director the holiday leave plans of subordinate employees and supervising the implementation of their holiday leave entitlements;

3) signing internal and external correspondence within the scope of the authorisations granted by the Director.

3. The head of an organisational unit is responsible for:

- 1) the overall performance of the subordinate organisational unit;
- 2) proper and timely performance of tasks entrusted to a given organisational unit;
- 3) rational use of working time by subordinate employees
- 4) proper use and protection of entrusted property;
- 5) observance of regulations pertaining to the scope of operations of a given organisational unit, including health and safety at work regulations and fire safety regulations.

Chapter 5.

Tasks of the organisational units and the Secretariat

§ 10. 1. The Promotion, Training and Publishing Team is responsible for the promotion, training and publishing activities of the Institute, including the collection, processing and dissemination of information, research and development results within the scope of the Institute's activities, in the form of publications, conferences, symposia, national and international seminars, as well as for supporting local self-government in the field of quality management and development of institutional potential of local self-government units.

2. The Team's task in the field of promotional activity is, in particular:

- 1) creating a positive image of the Institute at home and abroad;
- 2) disseminating information on local government units at home and abroad
- 3) implementing initiatives to promote good practices of local government units;
- 4) provision of banners, roll-ups and other elements identifying the Institute and dissemination of materials describing the Institute's activity;
- 5) participation in state ceremonies and holidays, celebrations and anniversaries.

3. The Team's task in the area of training activity is, in particular:

- 1) planning and organising training courses (including workshops, lectures, presentations) for representatives of local government units;
- 2) identifying training needs and drawing up training plans;
- 3) comprehensive servicing of training implementation, including: setting a training schedule, acquiring qualified lecturers, recruiting participants and evaluating training effects;
- 4) Analysing the effectiveness and compliance of training courses with the current content knowledge;

5) preparing reporting documentation on the conducted training courses, including statements and results;

6) issuing appropriate documents (including certificates) confirming participation in training courses.

4. The tasks of the Team in the area of publishing include, in particular:

1) implementation of the publishing and editorial process (including collection and development of materials) of monographs, continuous publications (Bulletin), expert opinions and opinions and information materials concerning the Institute;

2) awarding contracts to external contractors for publishing in printed and electronic form the publications mentioned in point 1;

3) cooperation with publishing houses, including foreign ones, and printing companies in the scope of the publishing and editorial process;

4) collecting and preparing materials for publication and handling the reviewing process.

§ 11. 1. The project team is responsible for the implementation of programmes and projects co-financed from external resources, including the European Union, as well as for popularising the idea of development of civil society and e-government.

2. The tasks of the Team are, in particular

1) analysis of the possibilities and principles of obtaining by the Institute - in order to perform its statutory tasks - external funds, including the European Union;

2) analysing the call schedules, verifying deadlines and types of applications for funding of projects co-financed from external sources, including the European Union;

3) developing assumptions for grant applications, together with necessary annexes, and their formal verification

4) monitoring the implementation of project activities, including analysis of compliance of the project implementation with the schedule;

5) carrying out information and promotional activities for the projects implemented

6) carrying out activities popularising the idea of civil society development and e-government building, including in cooperation with non-governmental organisations

7) ensuring sustainability of the projects submitted for implementation, including the European Union.

§ 12. 1. The team for analysis and cooperation with external entities is responsible for the Institute's cooperation with external entities, including central and local government authorities, non-governmental organisations, domestic and foreign scientific institutions. The team is also responsible for preparing expert opinions, opinions and assessments by the Institute concerning the state of functioning of local government and its bodies, and for developing concepts for changes in legal acts concerning local government.

2. The Team's task is, in particular:

- 1) preparing concepts and proposals for cooperation with external entities operating in the area of local self-government functioning;
- 2) developing concepts for amendments to legal acts on local government, including cooperation in this respect with external entities
- 3) development of studies, analyses, expert opinions, opinions and assessments, also in cooperation with external entities
- 4) searching for partners for carrying out research, analyses, expert opinions and assessments and coordinating these works
- 5) coordinating contacts and cooperation with national and international organisations
- 6) preparation of information and analyses concerning local government for the needs of the Institute's operation and upon the Director's order
- 7) drafting answers and explanations provided to external entities.

§ 13. The Secretariat performs the following tasks:

1) related to the Secretarial Service of the Institute, in particular:

- (a) co-ordinate and supervise the correct circulation of documents at the Institute,
- b) organise and provide secretarial and office services, including accepting and connecting telephones,
- c) register incoming and outgoing correspondence in correspondence logs and mail delivery books and forward correspondence according to decrees
- (d) he/she shall conduct clerical and housekeeping matters, including the ordering of newspapers, publications and publications and office supplies,
- (e) schedule and organise the meetings of the Director and Deputy Director,
- (f) record and maintain the Institute's collection of internal legal acts;

2) those related to the administrative service of the Institute, in particular:

- a) continuous monitoring of the needs of the Institute and individual organisational units and preparation of office material supply plans,
- b) providing organisational support for the delivery and technical acceptance of equipment and materials for the Institute's needs
- c) planning and coordinating activities related to the administration of the building occupied by the Institute, including maintaining the cleanliness inside and outside and ensuring that the technical efficiency of the building is maintained;

3) dealing with the Institute's personnel services, in particular:

a) performs personnel services for the Institute's staff,

b) keeping attendance registers for the Institute's employees and keeping other employee records, including records of employees' leaves during working hours;

4) dealing with the Institute's legal services, in particular:

a) drafts documents for the Institute's needs, including regulations, speeches, contracts, orders and legal opinions,

b) gives opinions on documents and provides explanations to the Director, Deputy Director, as well as heads of organisational units regarding the application of law

c) deal with complaints, applications and petitions,

d) takes part in works related to public procurements carried out by the Institute,

e) records contracts concluded by the Institute;

5) other duties ordered by the Director or the Deputy Director