

## ANNEX

### STATUTES OF THE NATIONAL INSTITUTE FOR LOCAL SELF-GOVERNMENT

#### § 1.

The National Institute for Local Self-Government, hereinafter referred to as "the Institute", is a state a budgetary unit subordinate to the Minister of Internal Affairs and Administration.

(2) The seat of the National Institute of Local Self-Government shall be Łódź.

#### § 2.

The Institute carries out tasks for the harmonious development of local government and raises its operational standards, as well as tasks relating to research and analyses on the functioning of local self-government.

(2) The tasks of the Institute include in particular:

1) development of expert opinions, opinions and assessments concerning the state of functioning local self-government and its bodies;

2) development of concepts of amendments to legal acts concerning self-government territorial;

3) publishing and promotional activities, as well as educational and training activities, including collection, processing and dissemination of information, results of research and work development within the scope of the Institute's activities in the form of publications, conferences, symposia, national and international seminars;

4) support to local government in quality management and institutional potential development of local self-government units;

5) implementation of programmes and projects co-financed from external funds, including the European Union;

6) Promoting the idea of development of civil society and construction of e-government.

§ 3 Within the scope of its tasks, the Institute shall in particular:

1) works with:

(a) central and local government administrative bodies,

(b) non-governmental organisations,

(c) national and international scientific bodies;

2) implements programmes and projects and monitors their implementation.

§ 4.

(1) The Institute shall consist of:

1) The Director of the Institute;

2) The Deputy Director of the Institute;

3) Chief Accountant;

4) Secretariat;

5) A team for promotional, training and publishing activities;

6) A project implementation team;

7) A team for analysis and cooperation with external entities.

(2) There is a Programme Board attached to the Director of the Institute.

(3) The organisational regulations of the Institute shall be established by the Minister of Internal Affairs and Administration upon the proposal of the Director of the Institute.

§ 5.

1. The Director of the Institute shall be appointed and dismissed by the Minister of Internal Affairs and Administration.

(2) The Director of the Institute shall head the Institute and represent it unanimously in external relations.

3. in the absence of the Director of the Institute, the work of the Institute is directed by the Deputy Director

4. The Deputy Director of the Institute is appointed and dismissed by the Minister of Internal Affairs and Administration.

5. The Director of the Institute shall manage the Institute with the assistance of the Deputy Director of the Institute, the accounting officer and the heads of the organisational units referred to in § 4 paragraph 1, points 5 to 7.

6. The Institute is an employer within the meaning of the Act of 26 June 1974. - Labour Code

(Journal of Laws 2014, item 1502, as amended).

7. Acts relating to the employment law with respect to the Institute's staff are performed by the Director of the Institute.

(8) The Director of the Institute may delegate the performance of specific tasks to other persons on the basis of civil law contracts, as well as authorise other persons to carry out specific activities.

(9) The Director of the Institute may authorise members of the staff of the Institute to take decisions on behalf of the Institute.

(10) The Director of the Institute may issue orders, decisions and guidelines on related to the functioning of the Institute and carrying out its tasks.

## § 6.

The Programme Board is a consultative and advisory body to the Director of the Institute in the performance of the Institute's tasks.

(2) The tasks of the Programme Board include in particular:

1) giving an opinion on the Institute's activity plans;

2) presenting opinions and proposals on all relevant matters relating to the performance of the Institute's tasks.

(3) The Programme Council shall consist of 7 members appointed and dismissed by the Minister of Internal Affairs and Administration from among persons knowledgeable in the field of local government or public finance.

(4) The members of the Programme Board shall elect from among themselves, by secret ballot, in the presence of at least 4 members of the Chairperson of the Programme Board who:

1) leads its work and represent it in its relations with other entities;

2) convenes and chair meetings of the Programme Board;

3) shall have a casting vote in the event of a tie among the members of the Council

The Commission shall be assisted by the Advisory Committee on Programmes, with the votes cast for and against an opinion or a proposal.

(5) The Programme Board shall adopt opinions and proposals by simple majority.

(6) Staff members of the Institute may not be members of the Programme Board.

The members shall not be remunerated for their participation in the work of the Programme Board.

(8) The costs of operation and maintenance of the Programme Board shall be borne by the Institute.

(9) The Programme Council shall act on the basis of the rules of procedure adopted by it, approved by the Director of the Institute.

*The Minister of Internal Affairs and Administration heads the department of government administration - public administration pursuant to § 1(2)(1) of the Regulation of the President of the Council Ministers of 17 November 2015 on the detailed scope of action of the Minister The Ministry of the Interior and Administration (Journal of Laws No. 1897 and 2088).*