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**ORDER NO 64 OF THE MINISTER OF INTERNAL AFFAIRS AND ADMINISTRATION**

**of 21 December 2018.**

**Amending the order on the establishment of 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, of 2015, item 1064 and of 2018, item 1669) and § 4(3) of the Statute of the National Institute of Local Government constituting an annex to the Order No. 36 of the Minister of Administration and Digitization of 3 September 2015 on the establishment of a state budgetary unit under the name "National Institute of Local Government" (Dz. Urz. Min. Ad. and Cyf. pos. 56, Dz. Urz. Min. Spraw Wew. i Ad. of 2016, pos. 58 and of 2018, pos. 8) it is ordered as follows:

§ 1. In the Annex to Order No. 53 of the Minister of the Interior and Administration of 6 December 2017 on establishing the organisational regulations of the National Institute of Local Self-Government (Dz. Urz. Min. Spraw Wew. i Ad. pos. 69) is amended as follows:

1) in § 3 in section 1 in point 3 the full stop shall be replaced by a semicolon and points 4 and 5 shall be added in the following wording:

"4) an independent position for fulfilling tasks related to personal data protection;

5) an independent position dealing with company archives”;

2) §10-12 shall read as follows:

"§ 10. 1. The Team for cooperation with external entities and promotion is responsible for the cooperation of the Institute with external entities, including governmental and local administration bodies, non-governmental organisations, domestic and foreign scientific entities.

2. The Team's tasks in the field of cooperation with external entities include, in particular:

1) preparing concepts and proposals for cooperation with external entities operating in the field of local government functioning;

2) conducting activities promoting the idea of development of civil society and e-government, including in cooperation with NGOs

3) developing concepts for amendments to legal acts on local government, including cooperation in this area with external entities;

4) Coordinating contacts and cooperation with national and international organisations;

5) drafting replies and explanations provided to external entities. 3.

3. The Team's tasks in the field of promotion are, 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.

§ 11. 1. The team for the implementation of projects, analyses and publishing is responsible for the implementation of programmes and projects co-financed from external funds, including the European Union. The tasks of the team include publishing, as well as collecting, processing and disseminating information, research and development results within the scope of the Institute's activities in the form of publications. The team also supports local self-government in quality management and the development of institutional potential.

2. The tasks of the Team with regard to project implementation include, in particular:

- 1) analysis of the possibilities and principles of acquiring by the Institute - in order to perform its statutory tasks - external funds, including the European Union;
- 2) analysis of call schedules, verification of deadlines and types of applications for funding of projects co-financed from external sources, including European Union funds;
- 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 promotion activities concerning implemented projects;
- 6) ensuring the durability of projects submitted for implementation, including the European Union.

3. The task of the Team in the area of analyses is, in particular:

- 1) development of studies, analyses, expert opinions and assessments, including in cooperation with external entities;
- 2) seeking partners for carrying out research, analyses, expert opinions, opinions and assessments and coordinating these works
- 3) preparation of information and analyses concerning local government for the needs of the Institute's operation and upon the Director's order

4. The tasks of the Team with regard to publishing include in particular

- 1) implementation of the publishing and editorial process (including collection and development of materials) of monographs, periodical publications (Bulletin), expert opinions and opinions and information materials concerning the Institute;
- 2) awarding orders to external contractors for printed and electronic 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.

§ 12. 1. The Education and Training Team is responsible for the Institute's training activities, including the organisation of national and international conferences, symposia and seminars. 2.

2. The tasks of the team with regard to education and training activities are, in particular

- 1) planning and organising training courses (including workshops, lectures, presentations) for representatives of local government units;
- 2) realisation of other educational and training activities within the scope indicated by the Minister of Internal Affairs and Administration;
- 3) Identification of training needs and preparation of training plans;
- 4) comprehensive servicing of training courses, including: establishing a training schedule, acquiring qualified lecturers, recruiting participants and assessing the effects of training
- 5) Analysing the effectiveness and compliance of training courses with the current content knowledge;
- 6) preparing reporting documentation on the conducted training courses, including statements and results;
- 7) issuing appropriate documents (including certificates) confirming participation in trainings;
- 8) preparing and updating the contents of e-learning platforms and ensuring their operation;

3) in § 13, point 2, in letter c, the semicolon shall be replaced by a comma and letter d shall be added as follows:

"d) IT support for the Institute;"

4) § 14 and 15 shall be added in the following wording:

"§ 14. The tasks of the independent position for fulfilling tasks related to personal data protection include, in particular, ensuring compliance with the provisions on personal data protection, including the principles of security and protection of personal data processed in the organisational units of the Institute.

§ 15 The basic tasks of an independent position dealing with plant archives include in particular

- 1) cooperation with organisational units and independent work stands in the proper preparation of files transferred to the site archive;
  - 2) taking over documentation of completed cases from individual organisational units and independent work stands;
  - 3) storing and securing the received files, keeping their records and making them available;
  - 4) obtaining permission from the relevant state archive to dispose of non-archival documentation and participation in the commission dispose of such documentation
  - 5) preparing archival materials for transfer and participation in their transfer to the relevant state archive
  - 6) carrying out a check-up of the documentation;
  - 7) withdrawing documentation from the company archive in the event of the resumption of a case in an organisational unit;
  - 8) drawing up annual reports on the activity of the company archive and the status of documentation in the company archive;
  - 9) advising organisational units on proper handling of documentation.";
- 5) the Appendix to the Organisational Rules of the National Institute of Local Self-Government shall have the wording set out in the Appendix to this Ordinance.

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