

**Rules of Procedure  
of the Warsaw Intangible Cultural Heritage Team**

**§ 1**

The Rules of Procedure specify the organisation and operating principles of the Warsaw Intangible Cultural Heritage Team, hereinafter referred to as the "**Team**".

**§ 2**

**1.** The Team shall be composed of:

- 1) Chairperson,
- 2) Deputy Chairperson,
- 3) Members,
- 4) Secretary.

**2.** Members of the Team shall be appointed by the Mayor of Warsaw for a period of 3 years.

**3.** Membership of the Team shall terminate following:

- 1) the dismissal by the Mayor of Warsaw,
- 2) the resignation of the member,
- 3) the expiration of the period for which the member was appointed.

**§ 3**

**1.** The Chairperson of the Team shall be appointed by the Mayor of Warsaw from the Members of the Team.

2. The Deputy Chairperson shall be elected by the Members of the Team from the Members of the Team at the first meeting of the Team in an open vote by a simple majority of votes.

3. The Secretary of the Team shall be a designated employee of the Culture Department of the City of Warsaw indicated by the Director of the Department.

#### § 4

1. The work of the Team shall be directed by its Chairperson.

2. The tasks of the Chairperson shall include in particular:

- 1) presiding over the meetings of the Team;
- 2) preparing the agenda of the Team meetings;
- 3) representing the Team in external relations;
- 4) inviting non-members to the meetings of the Team.

3. The Deputy Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson from the meeting or for other reasons that make the personal performance of the function by the Chairperson impossible. In the absence of the Chairperson and the Deputy Chairperson, the duties at a given meeting shall be performed by a member of the Team designated by the Chairperson.

4. To perform certain tasks, the Team may establish a group of experts, including external experts (non-members of the Team), defining their composition and operation in the form of a Resolution.

#### § 5

1. The Team shall debate at meetings.

2. The meetings of the Team are held quarterly or as necessary, but no more than 10 times per year.

3. The meetings of the Team may be either open or closed.

4. At the request of the Chairperson, Deputy Chairperson or 2 members of the Team, non-members of the Team may be invited to participate in the meeting of the Team.

## § 6

1. The meetings of the Team shall be convened by the Chairperson on their own initiative or at the request of the Mayor of Warsaw or at least 2 members of the Team.

2. Notifications of the meeting of the Team, along with the agenda, shall be provided to the Members of the Team and persons referred to in § 5(4), at least 7 days before the date of the meeting.

3. The meeting of the Team shall be presided over and closed by the Chairperson of the Team.

4. The Team shall approve the agenda at the meeting.

5. In justified cases, the Team may supplement or amend the agenda.

## § 7

The tasks of the Team shall include:

- 1) cooperation with the Culture Department of the City of Warsaw in identifying institutions, associations, foundations, researchers and cultural practitioners involved in the study and documentation of intangible cultural heritage phenomena of the City of Warsaw;
- 2) recommending to the Mayor of Warsaw systemic and institutional solutions ensuring the implementation of the aims and objectives of the UNESCO 2003 Convention for the Safeguarding of the Intangible Cultural Heritage (Journal of Laws of 2011, No. 172, item 1018) in Warsaw;
- 3) cooperation with the relevant departments of the Town Office of the City of Warsaw, districts and the district administration bodies, cultural institutions, research and academic centres and non-governmental organisations in defining and identifying the various elements of intangible cultural heritage located in the area of the City of Warsaw;

- 4) acting in accordance with the Ethical Principles for the Safeguarding Intangible Cultural Heritage adopted by UNESCO in 2015, especially ensuring inclusive cooperation with diverse communities, groups and individuals in governing their intangible cultural heritage related to the City of Warsaw;
- 5) recommending solutions and educational programs aimed at respecting and promoting the intangible cultural heritage of Warsaw;
- 6) recommending support for research initiatives in the field of the intangible cultural heritage of the city and commissioning analyses and additional studies for the work of the Team;
- 7) international cooperation with relevant bodies operating in particular cities around the world to exchange experiences regarding adopted solutions for the safeguarding of intangible cultural heritage in urban areas;
- 8) substantive support of applications regarding the intangible heritage of the City of Warsaw for inscription on the National List of Intangible Cultural Heritage or the National Register of Good Practices in the Safeguarding of Intangible Cultural Heritage.

## § 8

1. Positions, calls, opinions, petitions and recommendations falling under the scope of activities of the Team shall be expressed in the form of Resolutions of the Team.
2. Resolutions of the Team shall be adopted by a simple majority of votes in an open vote.
3. Subject to § 8(4) below, each member of the Team shall have one vote.
4. In the event of an equal number of votes 'for' and 'against' the Chairperson shall have the casting vote.
5. Resolutions of the Team shall be signed by the Chairperson.
6. The Register of Resolutions of the Team shall be kept by the Culture Department.

7. A member of the Team may authorise another member of the Team to vote on their behalf on the basis of a written authorisation, including electronic authorisation, sent to the address of the Culture Department.

## § 9

1. A report shall be prepared from the meeting of the Team and signed by the Chairperson of the Team. The report should include the agenda, the names and surnames of the members of the Team present, concise proceedings of the meeting and the arrangements adopted.

2. The report from the meetings and documentation of the work of the Team shall be kept by the Culture Department of the City of Warsaw.

3. Members of the Team may comment on the report from the meeting within 7 days following the date of its submission.

## § 10

1. Members of the Team who are employees of the Town Office of the City of Warsaw, Councilors of the City of Warsaw and employees of cultural institutions organised by the City of Warsaw shall not receive remuneration for participation in the work of the Team.

2. Members of the Team who are not employees of the Town Office of the City of Warsaw, Councilors of the City of Warsaw and employees of cultural institutions organised by the City of Warsaw shall receive remuneration for participation in the meetings of the Team based on a civil-law contract, and the remuneration for the participation in one meeting for a member or the Deputy Chairperson of the Team shall equal PLN 400.00 gross (read: four hundred zlotys), for the Chairperson of the Team shall equal PLN 700.00 gross (read: seven hundred zlotys) and shall receive reimbursement of travel expenses if they reside outside of Warsaw, provided that the travel is made by public transportation (2nd class train, excluding plane) based on a travel ticket or an invoice for its purchase. The above-mentioned members of the Team, in addition to the meetings of the Team, may be commissioned with additional expertise, studies, analyses and research, under separate civil-law contracts.

## § 11

The Mayor of Warsaw may change the composition of the Team; in particular, they may dismiss its members and appoint new ones.

## § 12

Directors of Departments of the City of Warsaw, heads of organisational units of the City of Warsaw and directors of institutions organised by the City of Warsaw shall cooperate with the Team, in particular, providing it with the necessary information and data.

## § 13

1. Information, organisational and office services of the Team shall be ensured by the Culture Department.
2. The Culture Department shall ensure organisational and financial conditions related to the operation of the Team.