

Cooperation Agreement

between

Representation of the Heinrich-Böll-Stiftung in Warsaw

(hereinafter referred to as the **HBS**)

Żurawia 45, 00-680 Warszawa

represented by:

Irene Hahn-Fuhr – Director, on behalf of whom pursuant to the proxy

Małgorzata Kopka and Joanna Bocheńska-Mścichowska are acting as Co-Directors

and

Stowarzyszenie Sieć Obywatelska Watchdog Polska

[Association Citizens Network Watchdog Poland]

(hereinafter referred to as the **Project Partner**)

ul. Ursynowska 22/2, 02-605 Warszawa, Poland

represented by:

Szymon Błażej Osowski – Chairman of the board and **Katarzyna Batko-Toluć – Member of the board**

Registration data: registration date of KRS: 27.11.2003, number of KRS: 0000181348,

date of the updated extract of KRS: 08.06.2016, NIP: 526 284 28 72

The parties hereby enter into the following agreement for cooperation in the project:

LAWYERS FOR TRANSPARENCY

§ 1 Project Description

1.1 The **HBS** shall cooperate with the project partner in the implementation of the following project:

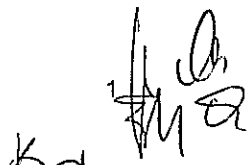
- Project: **EU/ North America. Transformation and Global Issues**
- KT: **IZP00154**
- GZ: **011-90-304.50/1 EU/NA**
- Component: **Democracy and Human Rights (B)**
- Main focus: **Participation and Civic Rights (B3)**
- Type of project: **Competition, legal counseling, volunteering, lectures, workshops**
- Title: **Lawyers for transparency. Engagement of law students for access to public information**
- Date / Duration: **15.06.-15.12.2016**
- Location(s): **Warsaw, Szczecin and other Polish towns like Zielona Góra, Rzeszów, Białystok, Olsztyn, Lublin, Kielce**

1.2 The cooperation is founded on non-repayable funding provided **German Federal Foreign Office (AA)**. The funding guidelines of the **AA** shall apply, as amended from time to time.

1.3 The planned activities of the project and its objectives are described in detail in the project description dated **13.06.2016** (Appendix 1 – Project description). This project description is a legally binding part of this agreement.

1.4 The point of contact at the HBS for all project-related questions is: **Mr Gert Röhrborn**, tel.: 0048 22 44 01 336, mob. 0048 515 362 185, fax: 0048 22 594 23 37, e-mail: gert.roehrborn@pl.boell.org.

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- 1.5 The point of contact at the HBS for all finance-related and administrative questions is: Ms **Joanna Bocheńska-Mścichowska**, Manager Finance and Administration, Tel.: 0048 22 440 14 34 Fax: 0048 22 440 14 37, E-mail: joanna.bochenska@pl.boell.org.
- 1.6 The point of contact for the project partner for all project-related questions is: Mr **Bartosz Wilk**, coordinator of the project, tel.: +48-603 201 720, Fax: - E-mail: bartosz.wilk@siecobywatelska.pl.
- 1.7 The point of contact for the project partner for all finance-related and administrative questions is: Ms **Agnieszka Zdanowicz**, coordinator of the project, tel.: +48-22 844 73 55, Fax: - E-mail: agnieszka.zdanowicz@siecobywatelska.pl.
- 1.8 The cost and finance plan (Appendix 2) forms the financial basis of the cooperation, which both parties hereby recognize as binding.
- 1.9 The project partner shall be obligated to adhere to the provisions of the funding guidelines of the HBS and its appendices (Appendix 3).

§ 2 Project Implementation

- 2.1 The cooperation partners shall jointly implement the project. The nature and scope of the activities to be implemented by the cooperation partners shall be those specified in the project description dated **13.06.2016** (Appendix 1), including the finance plan (Appendix 2). None of the tasks defined in this cooperation agreement may be delegated to third parties. The cooperation partners shall be personally responsible for implementing their portion of the work, activities and supplies.
- 2.2 All of the written or medial works, communiqués, announcements, advertising, documentation, etc. drafted and compiled in the course of this project must include a clear reference to this cooperation in which the **HBS** is identified as a cooperation partner (Appendix 6) as follows or similar:

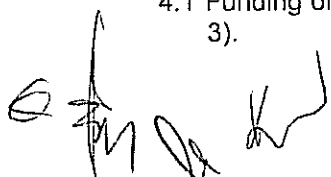
“in cooperation with the Heinrich Böll Foundation in Warsaw”

§ 3 Financing – Funding, payments, request for funds

- 3.1 The project partner shall be obligated to use the project funds according to the common rules of cost efficiency and thrift, and only for the purposes stated in this contract and its appendices.
- 3.2 The total amount of project costs funded by the **HBS** is **14.000,00 PLN**. This equates to the sum of sum in Euros **3.500,00** (= maximum funding in Euros). In the event of a change in the rate of exchange, the above sum in Euros shall represent the maximum amount to be funded by the **HBS**.
- 3.3 The total amount envisaged in the cost and finance plan shall be paid in instalments and transferred to the bank account of the **Project Partner** in local currency with the account no. **29 2130 0004 2001 0343 2101 0001**, SWIFT: **INGBPLPW**.
- 3.4 The first instalment amounting to **3.000,00 PLN** shall be transferred following conclusion of the contract. Other instalments will be released subject to the project partner reporting a need for funds in a payment request (Fund Request from project partner, Appendix 3.1).
- 3.5 The final instalment amounts to **20 %** of the contracted amount. Payment thereof will be authorized after completion of the measure and following verification that the accounting documents are full and complete, and shall be restricted to the maximum amount of funding in Euros if and where applicable.
- 3.6 The period of project support shall begin on **15.06.2016**. The funds released by the **HBS** must be used during the valid term of these cooperation agreement, i.e. by **15.12.2016**.
- 3.7 All income of the project partner and all funds appropriated by third parties relating to the funding purpose must be used for expenditures associated with the funding purpose. The income and appropriated funds must be accounted for in the finance plan and may result in the maximum funding amount being reduced.

§ 4 General use of funds; accounting

- 4.1 Funding of project measures must take place in local currency (see financial guidelines, Appendix 3).



- 4.2 Contractually agreed payments made by the project partner (salaries, freelance fees and honoraria, travel expenses, etc.) may not exceed the standard and acceptable local rates. The rates specified in the finance plan are binding. If the funds are not used within the expenditure deadline, the HBS may request the refund of the unutilized funds and charge interest on this amount.
- 4.3 The funds transferred by the HBS must be spent within the expenditure deadline of 1 month following their deposit in the project account for payments due.
- 4.4 The project partner shall be obligated to keep books of account for all income and expenditures of the project in accordance with accepted standard accounting principles. Accounting for the funding to the HBS, in the form of a financial report, shall be governed by the regulations of the financial guidelines.
- 4.5 The cooperation partners shall be obligated to comply with of the HBS's Code of Conduct (see Appendix 5).

§ 5 Project Partner's Obligation to Provide Information

- 5.1 The project partner shall, in particular, inform the HBS without delay
- if it intends to make significant changes to the project concept (see financial guidelines,
 - if it receives funding for the same purpose from other donors after entering into this agreement,
 - if overall expenditures decrease or there is any change in the financing,
 - if conditions or circumstances relevant for the funding change or cease to exist,
 - if it becomes obvious that the objectives of the funding cannot be achieved, or cannot be achieved with the approved funding,
 - if the amounts requested or paid out cannot be spent within the specified deadline or are not used or required for their original purpose (see financial guidelines)
 - if acquisitions subject to inventory list are no longer used for the funding purpose or are no longer required (see financial guidelines),
 - if bankruptcy, insolvency or composition proceedings have been instituted or initiated against the project partner, or if such proceedings are rejected for lack of assets,
 - if portions of the funding or acquisitions financed out of the funding allocation cannot (can no longer) be utilized for the funding purpose as a result of criminal acts or events outside of the responsibility of the project partner.

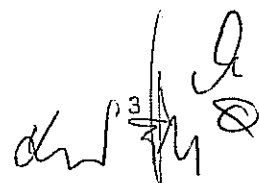
§ 6 Documentation of Expenditure

- 6.1 The project partner shall submit to the HBS documented proof that the funds have been used. This documentation of expenditure is to be submitted by no later than 15.01.2017 for the period between 15.06.-15.12.2016.
- 6.2 The layout and structure of the documentation of expenditure are described in the financial guidelines (Appendix 3, section 3 – Proof of expenditures).

§ 7 Project Report

- 7.1 The project partner shall submit a final report to the HBS by no later than 15.01.2017.
- 7.2 The report must contain a description of every measure that has been carried out and all deviations from the plan.
- 7.3 It shall illustrate what impact the development policy has had and shall evaluate the project's activities and measures in terms of the goals that had been set and the extent to which they have been achieved (see Appendix 4).

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§ 8 Usage Rights

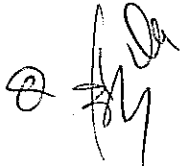

- 8.1 The project partner hereby assigns to the HBS the exclusive right of use – unlimited in time and space – to any and all work outcomes and any and all works subject to copyright which result from this cooperation, including the rights to transfer the same unlimited usage rights to other parties and/or to edit and refine the works.
- 8.2 In the event that the project partner is not the sole holder of the copyrights to the outcomes forming part of this agreement, it shall warrant that, based on the usage rights derived from the originators, it is entitled to assign the usage rights required to fulfil the purpose of this agreement.

§ 9 Reservation of Rights in Allocating Funding

- 9.1 As a general rule, the HBS shall demand repayment of the funding allocation if:
- overpayments have occurred,
 - the funding was granted on the basis of incorrect information,
 - the funding is/was not used by the project partner in accordance with this cooperation agreement and its appendices,
 - the purpose of the funding could not/cannot be achieved, and the project partner is accountable for any inappropriate use,
 - the AA (German Federal Foreign Office) withdraws funding.
- 9.2 The HBS reserves the right to suspend payment and/or demand the repayment of the funding allocation if:
- the information upon which the project funding was granted was/is incomplete,
 - the project partner does not fulfil its obligations with regard to project implementation, notification or financial accounting.
- 9.3 The HBS reserves the right to reduce the funding allocation if:
- the funding is not used to pay the costs of the project within the specified spending deadline following payment of the allocation by the HBS,
 - the overall scope of the project is reduced,
 - there is a reduction or modification of the funding provided to the HBS by the AA (German Federal Foreign Office).
- 9.4 Furthermore, the HBS may demand interest from the project partner for funding allocations used in contravention of this agreement and its appendices, according to the rates of interest set down by the donor (AA).

§ 10 Transition and Miscellaneous Provisions

- 10.1 Additions and amendments to this agreement and its appendices must be made in writing. They shall take effect following signature by both parties.
- 10.2 The governing language for this agreement shall be Polish.
- 10.3 German and English are the authorized languages for all correspondence between the HBS and the project partner that arises in the course of implementing the project, as well as for all accounting documents and receipts. Unless explicitly agreed otherwise, the project partner shall be obligated to correspond and communicate in one of these languages.
- 10.4 Representatives of the HBS or persons (groups) named by the HBS may visit the project at any time. Furthermore, representatives of the HBS, the AA (German Federal Foreign Office) and the Bundesrechnungshof (German Federal Accounting Office) may
- obtain information pertaining to the project,
 - request books of account, receipts and other business documents of the project,
 - Commission individuals or local authorities to control the funding allocation for the project.



- 10.5 The HBS shall nonetheless be entitled to initiate proceedings in the courts of the jurisdiction where the project partner is domiciled. Therefore this cooperation agreement with all annexes is subject to Polish law.
- 10.6 If specific provisions of this agreement should be declared invalid or null and void, this shall not affect the validity of the remaining provisions of the agreement. The parties to the agreement shall replace the invalid or void provision with one which most closely reflects the original economic intent of the provision in question and does not come into conflict with the framework conditions of the project funding. Should the parties be unable to agree on a new provision at all or in the short term, the relevant statutory provision shall apply. The same shall apply to any gaps or loopholes in the cooperation agreement.

§ 11 List of appendices

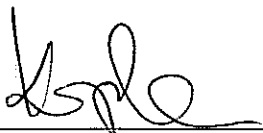

The following appendices shall form an integral part of this agreement and be binding for both parties.

1. Project description
2. Cost and finance plan
3. Financial guidelines – sample forms
 - 3.1 Concrete fund request/financial status
 - 3.2 Personnel list
 - 3.3 Documentation of competitive comparisons
 - 3.4 Inventory list
 - 3.5 Participant list
 - 3.6 Accounting sheet
4. Reporting guidelines
5. Code of Conduct of the HBS
6. HBS identity as a cooperation partner

I hereby confirm that I have read the agreement and its appendices, in particular the financial guidelines, and that I accept the terms and conditions contained therein.

Warsaw, 15.06.2016


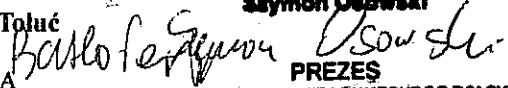
Warsaw, 15.06.2016



Representation of Heinrich-Böll-Stiftung in Warsaw

Małgorzata Kopka
Acting Co-Director

Joanna Bocheńska-Mścichowska
Acting Co-Director

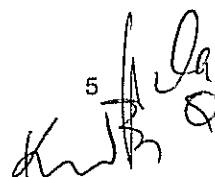
PRZEDSTAWICIELSTWO FUNDACJI
HEINRICH BÖLLA
ul. Żurawia 45, 00-680 Warszawa,
tel. (022) 42 303, kuf 525-22-25-830



Katarzyna Batko-Toluć
WICEPREZESKA
SIECI OBYWATELSKIEJ - WATCHDOG POLSKA
Szymon Błażej Osowski
PREZES
SIECI OBYWATELSKIEJ - WATCHDOG POLSKA

Stowarzyszenie Sieć Obywatelska
Watchdog Polska

Szymon Błażej Osowski
Chairman of the Board

Katarzyna Batko-Toluć
Member of the board

5


I. Description of the project	
Name of the organization	The Citizens Network Watchdog Poland
Short title (max. 30 characters)	Lawyers for transparency
Full title of the activity	Lawyers for transparency. Engagement of law students for access to public information
Forms of activity	Contest, legal counselling, voluntary work, education, training (workshops, seminars)
Date	June – December 2016
Place	Poland. Project coordination from Szczecin
Person responsible for the project	Bartosz Wilk
Contact person for the project	Bartosz Wilk, bartosz.wilk@siecobywatelska.pl
Contact person for financial and administrative matters	Agnieszka Zdanowicz, agnieszka.zdanowicz@siecobywatelska.pl
Aim of the activity	<p>General aim:</p> <p>Making law students interested in the subject of the right to information, and thus raising next generations of people changing Polish democracy and understanding one of its basic values.</p>
Description of the activity /programme/, list of contents	<p>Within the framework of the project, we encourage law students – especially from smaller academic centres – to deal with the right to information, use this right, get involved in legal counselling and develop the subject in the academic environment.</p> <p>Lawyers are entrusted with special tasks in the society, including those related to defence of democracy and protection of individuals from too extensive actions of the state. We wish to make people who enter the world of law sensitive to the contemporary meaning of democracy, especially to the significance of the right to public information. Moreover, dealing with legal issues connected with access to public information can be an alternative path of development for these people (unlike e.g. civil law or criminal law <i>sensu stricto</i>), both if they are going to deal with this right in practice (e.g. as representatives of citizens or community organizations) and in the scientific perspective.</p> <p>Project guidelines:</p> <ol style="list-style-type: none"> 1. A contest for the best gloss (that is a critical scientific commentary)

to a selected judgement of a court concerning the right to information. The judgement can be delivered by administrative courts, common courts, the Supreme Court, the Constitutional Court, the European Court of Justice or the European Court of Human Rights.

The first such contest was held by the Citizens Network Watchdog Poland in 2015:

<http://siecobywatelska.pl/oglaszamy-wyniki-konkursu-na-glose/>.

The awarded glosses will be issued in the form of a publication in 2017.

This year's publication is available at:

<http://informacjapubliczna.org/analizy/glosy-wybranych-orzeczen-dotyczacych-prawa-informacji/>

2. Involvement of students in the legal counselling system concerning the right to information, operated by the Citizens Network Watchdog Poland.

The organization has an electronic system for registration and management of legal counselling <http://porady.siecobywatelska.pl>. Therefore, it is able to work with students from all over Poland, under the guidance of the Association's lawyer. Currently, 13 people cooperate with the organization: 7 female students and 6 male students, all of whom are volunteers.

3. Encouragement of students to prepare their Bachelor's and Master's theses about the right to information.

The Citizens Network Watchdog Poland submitted 7 topics to the pracademia.eu programme, of which the following deal with access to public information:

- Attitudes of employees of central or local government institutions to the idea of the public domain transparency,
- Analysis of offences of power abuse or default on duties, committed by public officers operating in local government units,
- Accessibility and contents of disciplinary decisions in a selected liberal profession.

One person has applied so far. Hence, the opportunity to start cooperation and the proposed topics should be better promoted. Establishment of cooperation has a formal character: a cooperation agreement is concluded with a student and his or her thesis supervisor.

4. Informing students about the right to information, establishment of contacts with universities.

Trips of representatives of the Citizens Network Watchdog Poland to universities all over Poland, especially to academic centres in smaller towns – e.g. in Zielona Góra, Rzeszów, Białystok, Olsztyn, Lublin, Kielce.

	<p>Organization of meetings concerning the right to information and opportunities to get involved in actions for transparency, as well as training courses, workshops and seminars on access to public information.</p> <p>5. Integration and establishment of contact with the organization, improvement of motivation.</p> <p>Firstly, in July or August a meeting for trainees is planned as part of the prepared programme of student placements. The aim of the meeting is to get acquainted with and to integrate programme participants, as well as to motivate them and engage in action. The programme of the meeting will include a workshop on significance of transparency in a democratic state of law, a training course on law of access to public information, and a training course on writing letters to courts and institutions, as well as preparing opinions and legal advice.</p> <p>Secondly, on the occasion of the Volunteer Day in December, a meeting is planned for people involved in actions for transparency (especially for volunteers and trainees). During the meeting, the results of the contest for the best gloss will be announced and awards will be presented to the winning authors who will also be invited to the meeting.</p> <p>The second meeting will include a summary of actions in the passing year and a workshop on current problems of the right to public information and the most important judicial cases concerning transparency of state's actions.</p> <p>Schedule of activities in 2016:</p> <ul style="list-style-type: none"> • June: announcement of the contest for the best gloss and its promotion (until October), • July-September: programme of student placements, • July or August: meeting of trainees, • October: deadline for accepting glosses in the contest, • October-November: meetings at universities – a trip around Poland, promotion of the right to information, • Until the end of November – decisions in the contest for the best gloss, that is selection of the best works by the jury, • December: meeting of people involved in actions for the right to information, including announcement of the results of the gloss contest.
<p>Gender analysis and taking into account the perspective of gender equality in project implementation</p>	<p>The project does not involve selection of participants, except for student placements. Each interested student can participate. Only in the case of the meetings (especially the second one) it may be necessary to select among the people involved the ones who work really well.</p> <p>Furthermore, it is worth noticing that according to the data of the Central Statistical Office of 2015 (presented in the document: "University students, including foreigners, according to voivodeships, educational institutions, names and majors, pursuant to the ISCED-F 2013 classification"), women</p>

	<p>constitute over 60% of law students. Consequently, we will aim to reflect this proportion. We have not been able to achieve this before: in the previous contest for the best gloss we had five winners, including two female students. However, in legal counselling women slightly outnumber men.</p> <p>In accordance with the above-mentioned objectives, we plan to focus on language and images encouraging both sexes to participate in the project. Masculine and feminine noun forms will be used, and counter-stereotype examples concerning men and women will appear at promotion, whenever relevant.</p> <p>During the meetings, there will be a rule: "We do not use language which could harm someone's dignity – referring to appearance, political and religious views, age, etc." This rule will be entered in the contract.</p> <p>Conduct during the project will comply with the equality policy adopted by the General Assembly of Members: http://bip.siecobywatelska.pl/index.php?id=388&id2=383.</p>
Target groups	University students from all over Poland, especially from smaller academic centres.
Indicators and methods of evaluation of the activities' quality	<p>Number of students' glosses entered in the contest – 15</p> <p>Number of agreements concluded for cooperation at preparing Master's thesis / Bachelor's thesis / scientific text – 3</p> <p>Number of new people in legal counselling (providing advice) – 15 people</p> <p>Number of cases managed by volunteers – 100</p> <p>Number of visited universities – 3 (Zielona Góra, Olsztyn, Kielce. Additionally – Opole)</p>
Cooperation	Cooperation with universities is necessary in the project. However, it will not have a formal character. We also have an idea to invite Dentons company to partnership. If we obtained funding from this company, we would increase the scope of the project's influence.

II. Budget (see the cost estimate attached)					
Budget	HBS	Own funds	Other sources	Other sources	Total
National currency	14 000 PLN	1000			15 000 PLN
Equivalent in € (maximum)	3 500	250			3 750 PLN

Attachments to the application

- a. Valid transcript from the National Court Register
- b. Articles of Association

Articles of Association are available here: <http://bip.siecobywatelska.pl/index.php?id=506&id2=4>

- c. List of the projects implemented in the previous year (2015)

Watchdog activities – professionally and permanently in the public interest.
Advocates of transparency.

Reports are available here: <http://bip.siecobywatelska.pl/index.php?id=301>

- d. Data about participation of women and men in shaping the organization's image and activities:
 - Number of members (according to their sex) 57 members, including 26 women
 - Decision-making bodies of the organization (number of women, number of men, functions fulfilled)

Management Board (1 woman, 2 men)

Katarzyna Batko-Toluć – Vice-President of the Board
Szymon Osowski – President of the Board
Bartosz Wilk – Member of the Board

Audit Committee (1 woman, 2 men)

Zenon Michajłowski
Katarzyna Okuniewska
Krzysztof Wychowalek

Ethics Committee (1 woman, 3 men)

Krzysztof Izdebski
Krzysztof Łoś
Jan Niedośpiał
Joanna Wiczorek

- Activities of the organization (number of projects implemented in the previous year with data about participation of women, or projects particularly dealing with women's situation)

Watchdog activities – professionally and permanently in the public interest: 59 women and 41 men
Advocates of transparency: 8 women and 7 men

Warsaw, 13 June 2016

Place, date

Szymon Osowski
Szymon Osowski
PREZES
SIECI OBYWATELSKIEJ – WATCHDOG POLSKA

Signature

Katarzyna Batko-Toluć
Katarzyna Batko-Toluć
WICEPREZESKA
SIECI OBYWATELSKIEJ – WATCHDOG POLSKA

Financial plan / Plan finansowy

(Załącznik, appendix 2)

Regional Programme/ Program regionalny:	EU/NA UE/ Ameryka Północna
Component/ Komponent:	B. Demokracie und Menschenrechte/ Demokracja i Prawa Człowieka
Under Category/ Podkategoria:	B.3 Partizipation und Bürgerrechte / Partycypacja i Prawa Obywatelskie
Organisation/ Organizacja:	Stowarzyszeniem Sieć Obywatelska Watchdog Polska Association Citizens Network Watchdog Poland
Titel of the project/ Tytuł projektu:	Lawyers for transparency. Engagement of law students for access to public information/ Prawnicy dla jawności. Angażowanie studentek i studentów prawa w działania na rzecz dostępu do informacji publicznej
Duration of the project/ Termin realizacji projektu	15.06.-15.12.2016

		hbs	The share of other resource*/ Udział pozostałych środków*	Total cost of the project/ Całkowity koszt projektu		
1	Honoraria/Fees, Contracts for Work and/or Services Honoraria/Wynagrodzenia, Umowy zlecenia, o dzieło	<i>Planned costs/ Planowane koszty</i>	<i>Number of people/ Liczba osób</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>
1	Project coordinator's remuneration/ Wynagrodzenie koordynatora	1000	6	6,000.00	0.00	6,000.00
2	Accountancy and financial services/ Księgowość i prace przy finansach	1,000	2	0.00	1,000.00	1,000.00
		<i>Sum/Razem</i>		6,000.00	0.00	7,000.00
2	Travel Costs for third parties (not for office personnel) / Koszty podróży osób trzecich	<i>Planned costs/ Planowane koszty</i>	<i>Number of people/ Liczba osób</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>
1	Students' Travels/ Podróże studentek i studentów	75	20	1,500.00		1,500.00
2			<i>Sum/Razem</i>	1,500.00	0.00	1,500.00
3	Accommodations / Nocleg	<i>Planned costs/ Planowane koszty</i>	<i>Number of people/ Liczba osób</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>
1	Students' meetings and staff meeting/spotkania studentek, studentów i personelu SOWP	133	15	2,000.00		2,000.00
			<i>Sum/Razem</i>	2,000.00	0.00	2,000.00
4	Catering	<i>Planned costs/ Planowane koszty</i>	<i>Number of people/ Liczba osób</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>
1	Students' meetings and staff meeting/spotkania studentek, studentów i personelu SOWP	175	20	3,500.00		3,500.00
			<i>Sum/Razem</i>	3,500.00	0.00	3,500.00
8	Public relations activity / Aktywności PR	<i>Planned costs/ Planowane koszty</i>	<i>Number of people/ Liczba osób</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>	<i>Amount in PLN/ Kwota w PLN</i>
1	Promotion of project activities/promocja działań przewidzianych w projekcie	1,000	1	1,000.00	0.00	1,000.00
			<i>Sum/Razem</i>	1,000.00	0.00	1,000.00
		Sum total / Suma		14,000.00	1,000.00	15,000.00

* the share of other resources/ udział pozostałych środków

planned costs PLN converted into EUR at the average exchange rate/
planowane koszty w PLN przeliczone na EURO na bazie średniej => 1,00 EUR = 4,00 PLN

3,500.00 250.00 3,750.00

Planned costs in EUR (rounded)/ Planowane wydatki w EUR (w zaokrągleniu)

3,500.00 250.00 3,750.00

Katarzyna Batko-Łowc
Katarzyna Batko-Łowc
WICEPREZESKA
SIECI OBYWATELSKIEJ - WATCHDOG POLSKA

Szymon Osowski
Szymon Osowski
PREZES
SIECI OBYWATELSKIEJ - WATCHDOG POLSKA

Warszawa, 13.06.2016 r.

Place/ Miejscowość, date/ data

Signature/ Podpis

KW
OS
PL

Code of Conduct for the Prevention of Corruption

This Code of Conduct is binding for employees of the Heinrich Böll Foundation. It shall also be provided to all partners with financial relationships to the Foundation at the conclusion of any agreement.

The condemnation of all forms of corruption is part of the core principles and values of the Heinrich Böll Foundation. It is also established in our statutes. Consistent measures to prevent and avoid corruption are therefore integral to the decision-making and organizational structures of the Foundation as part of our corporate culture. This Code of Conduct is designed to support those measures.

Abiding by the law, working methods and organizational structures

1. The work of each individual employee must be documented with sufficient transparency to permit auditing at any time (record keeping, avoidance of supplementary and reference files, correspondence).
2. All employees shall contribute to identifying and avoiding organizational structures that could facilitate corruption attempts.
3. The leadership team and all senior executives shall demonstrate through their actions that corruption will not be tolerated.

Commitments vis-à-vis project and business partners

4. Project and business partners shall be informed of this Code of Conduct orally or in writing. In all cases of financing by the Foundation, it shall be made an integral component of the partnership or project agreement.

Handling of gifts, disclosure and refusal obligations

5. Rewards or presents may not be accepted without the express or general authorization of the department management. The acceptance of gifts customary to general business activities or special occasions with a value of up to €15.00 shall be exempted from this rule.
Employees who are offered financial or other advantages related to their functions or activities must inform their superiors (department or office heads, etc.) of such offers without delay. If attempts by third parties to gain improper advantages become apparent, employees shall take a colleague along to meetings with that third party.
6. Objective indications of corrupt actions must be reported to senior management or the representative in charge of investigating allegations of corruption. Confidentiality shall be guaranteed.

Separation of personal and work life

7. Personal interests (with regard to awarding contracts to friends or relatives, the pursuit of part-time activities, etc.) must be assessed with regard to their potential impact on work-related responsibilities. Employees anticipating such a conflict should contact their superiors for advice and to determine whether the relevant matter should be transferred to another colleague.

Place, date

15.06.2016 Warszawa

Signature of the project partner, stamp

Katarzyna Białko-Toluc
Katarzyna Białko-Toluc
WICEPREZESKA
SIECI OBYWATELSKIEJ – WATCHDOG POLSKA

Szymon Osowski
Szymon Osowski
PREZES
SIECI OBYWATELSKIEJ – WATCHDOG POLSKA

HBF identity as a cooperation partner


The project partner is kindly requested to cooperate with the programme coordinator and the person responsible for the PR regarding a **common communications strategy and campaign (development, implementation, monitoring)**. The project partner coordinates PR actions with the Foundation according to the agreed schedule, and reports any related press commentaries and appearances in the media.

All of the written or medial works, communiqués, announcements, advertising, documentation, websites, etc. drafted and compiled in the course of this project need the approval by the programme coordinator and must include a clear reference to this cooperation in which the Heinrich Böll Foundation is identified as a cooperation partner as follows or similar:

“in cooperation with the Heinrich Böll Foundation in Warsaw”

„in Kooperation mit der Heinrich-Böll-Stiftung in Warschau”

 HEINRICH BÖLL STIFTUNG
WARSAW

 HEINRICH
BÖLL
STIFTUNG
WARSAW

„we współpracy z Fundacją im. Heinricha Bölla w Warszawie”

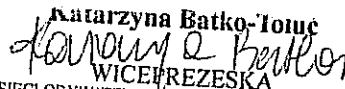
 HEINRICH BÖLL STIFTUNG
WARSZAWA

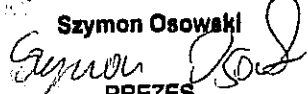
 HEINRICH
BÖLL
STIFTUNG
WARSZAWA

The project partner is obliged to use a current version of the logo in an appropriate language version and the correct name of the Foundation in all kinds of the documents (see above).

Publications supported by HBF should include a short text about the Foundation provided by the programme coordinator.

The project partner is responsible for the visibility of the Foundation at all events related to the joint project, at their own websites and, if applicable, social media (i.a. cross-promotion at fan pages).


Natarzyna Batko-Totuc
WICEPREZESKA
SIECI OBYWATELSKIEJ - WATCHDOG POLSKA


Szymon Osowski
PREZES
SIECI OBYWATELSKIEJ - WATCHDOG POLSKA

Warsaw 15.06.2016
Place, date

Signature of the project partner, stamp

