

Working regulations of the Interdisciplinary Team to Collaborate in the Implementation of the "Open Krakow" Program

§ 1

The Interdisciplinary Team to Collaborate in the Implementation of the "Open Krakow" Program, hereinafter referred to as the Team, operates on the basis of:

1. Resolution No. LII/964/16 of the Krakow City Council of 14 September 2016 regarding the adoption of the "Open Krakow" Program.
2. Regulation No. 1361/2019 of the Mayor of the City of Krakow of June 7, 2019 regarding the establishment of the Interdisciplinary Team to Collaborate in the Implementation of the "Open Krakow" Program.

§ 2

The Teamwork regulations define the subject and mode of operation of the Team.

§ 3

The Team's tasks include developing and proposing solutions in particular in the area of:

1. activities for establishing and developing a multicultural center in Krakow,
2. promotion of the "Krakow Ambassador of Multiculturalism" competition,
3. development of the www.otwarty.krakow.pl portal
4. developing actions on hate crimes (monitoring, reacting, prevention),
5. developing the principles of cooperation with non-governmental organizations and institutions dealing with the subject of multiculturalism and activities for the benefit of foreigners, multiculturalism, national or ethnic minorities,
6. organizing competitions for multicultural events,
7. development of the concept of informing about the possibility of naming streets,
8. intercultural education,
9. development of the concept of competitions for children from minority and Polish families,
10. support for the fight against illegal graffiti in consultation and cooperation with the Scribble Limitation Team (exchange of experiences, consultations, a joint action plan),
11. development of recommendations on Krakow joining the Intercultural Cities Network at the Council of Europe and the European Commission.
12. Observatory of Multiculturalism and Migration - monitoring the situation of migrants in the local environment.

§ 4

1. The tasks of the Team Chairman include:
 - 1) proposing the Team work schedule,
 - 2) establishing the agenda of the Team,
 - 3) representing the Team outside,
 - 4) calling meetings of the Team,

- 5) conducting the Team meetings,
- 6) inviting persons from beyond the Team to meetings.
2. The tasks of the Deputy Chairman in the absence of the Chairman shall be:
 - 1) establishing the agenda of the Team,
 - 2) calling meetings of the Team,
 - 3) conducting the meetings of the Team.
3. The tasks of the Team Secretary include:
 - 1) coordinating the flow of information between the members of the Team and the Krakow City Office,
 - 2) submitting applications regarding the organization of the Team's work,
 - 3) performing other tasks indicated by the Team.

§ 5

1. The team works in the mode of meetings based on an adopted schedule, published on www.otwarty.krakow.pl in the Interdisciplinary Team tab.
2. Meetings of the Team are held according to the needs, but not less frequently than once every two months (with a holiday break).
3. The team can work in task groups, i.e.
 - 1) intercultural education,
 - 2) intersectoral cooperation,
 - 3) promotion and communication,
 - 4) counteracting crime and hate speech,
 - 5) research and monitoring the current situation of migrants in the local environment.
4. Each team member, through involvement and competence, will be involved in the work of a task group of his choice or several groups.
5. The dates of meetings of task groups are determined by group leaders and published on www.otwarty.krakow.pl in the Interdisciplinary Team tab.
6. In the event that a team member is not able to participate in the Team meeting, it notifies the Social Policy and Health Department of the Krakow City Office via e-mail: otwarty@um.krakow.pl, thus presenting an excuse for absence.
7. Each member of the Team must meet the condition of participating in the Team's meetings by entering his or her presence on the attendance list and obtaining the minimum of 50% of attendance in each year of the Team's work. If this condition is not met, the member will be automatically excluded from participation in the meetings after the verification of attendance by the Social Policy and Health Department, after all deadlines published in the schedule for a given year have been exhausted.

§ 6

1. The Chairman or Deputy Chairman convenes a meeting of the Team not later than 7 days before the scheduled date of the meeting, determines the place and date of the meeting and the estimated duration of the meeting, and then notifies members of the Team electronically.
2. The Team Chairman organizes the work of the Team in cooperation with the Deputy Chairman and Secretary.
3. In the absence of the Chairman, the Deputy Chairman shall replace him.
4. Participation in the Team meetings is not remunerated.

5. The Chairman represents the Team in relation to other bodies and institutions, including the media.
6. The Chairman submits a final report on the course of the Team's work for acceptance to the Mayor of the City of Krakow by the end of February each year.

§ 7

1. All decisions are made by the team by consensus. If it is impossible to reach a consensus, the Team makes decisions by a simple majority of votes in an open vote. In situations of an equal number of votes, the vote of the Chairman of the Team or his Deputy is decisive.
2. The Chairman and Deputy Chairman sign or approve documents prepared as part of the Team's work.
3. The administrative and office service of the Team is provided by the Social Policy and Health Department of the Krakow City Office.
4. In order to document the work of the Team, a responsible employee of the Social Policy and Health Department of the Krakow City Office is appointed to prepare materials for the Team meetings, record the course of the meeting and complete minutes and attendance lists, as well as all internal and external correspondence, monitor and improve the information flow system in the Team and respond to the needs reported by the Team members, collect and care for the timely delivery of documents and materials for the Team members.

§ 8

1. At the request of the Team, representatives of the following institutions can be invited to meetings:
 - 1) departments / offices of the Krakow City Office,
 - 2) urban organizational units
 - 3) police,
 - 4) Provincial Office,
 - 5) Superintendent's Office,
 - 6) opinion-making and consultative bodies functioning at the Krakow City Office,
 - 7) sports clubs, fans' associations and other entities operating in the field of sport,
 - 8) schools and educational institutions as well as universities,
 - 9) administration of buildings and housing cooperatives, housing associations, private owners' organizations,
 - 10) the media,
 - 11) non-governmental organizations that deal with the issues of multiculturalism, foreigners, national or ethnic minorities,
 - 12) councilors, specialists and experts or representatives of social groups who are not members of the Team.
2. The invited guests participate in the meetings of the Team without the right to vote.

§ 9

1. Information about the dates, places of meetings and the proposed agenda together with draft materials (draft documents, information being the subject of the Team's work) are sent by the Secretary via email at least 5 days before the meeting.

2. In justified cases, this deadline can be not met.
3. Team meetings are organized at the headquarters of the Krakow City Office, they can also take place at the premises of institutions or organizations involved in the implementation of the "Open Krakow" Program.
4. The Team's meetings are organized in the afternoon, unless the majority of members decide otherwise.

§ 10

1. Circulation of information takes place by e-mail or telephone via the Chairman, Deputy Chairman or Secretary.
2. An employee of the Social Policy and Health Department of the Krakow City Office, providing administrative and office support, is authorized to handle the address poczta@um.krakow.pl and to send correspondence on behalf of the Secretary.

§ 11

1. The Regulations shall apply from the day of their adoption at the first meeting of the Team.
2. The Regulations can be adopted or changed in the mode of § 7 point 1.
3. The team is dissolved after the Mayor of the City of Krakow approves the final report.