



## AGENDA

### 5th National Congress of Executive Secretaries

	Main stage (stationary) with online access	Parallel on line scene	Parallel stationary scene
<b>DAY 1</b> <b>28th September 2021 r.</b>			
<b>10.00</b>	<b>Opening</b>		
<b>10.15 – 10.45</b>	<b>Presentation of The European Label of Governance Excellence (ELoGE) in Poland. The 12 Principles of Good Democratic Governance defined by the Council of Europe and promoted in all member states as part of the implementation of the European Strategy for Innovation and Governance at Local Level.</b> <i>Cezary Trutkowski, Chairman of the Executive Board FSLD; Alina Tatarenko, Head of the Democratic Governance, Council of Europe; Ramona Velea, Deputy Director Institute of International Sociology in Gorizia, Italy</i>		
<b>10.45 – 11.00</b>	<b>Report: Local government development over the last 5 years. The Effective Local Government Office. Research analysis 2021 vs. 2016.</b> <i>Cezary Trutkowski, Chairman of the Executive Board FSLD</i>		
<b>11.00 – 12.15</b>	<b>International presentations of Secretaries (City Managers) from European countries and the USA on their experience of the functioning of the local administration in the pandemic year.</b> Main issues: <ul style="list-style-type: none"> <li>– How did the coronavirus pandemic affect the local governments in different countries?</li> <li>– Whether the actions taken were adequately prepared?</li> <li>– How were the citizens supported during the pandemic?</li> <li>– What are the main lessons learned from this situation, what experiences does the country gain from this period?</li> </ul> Guests: Lloyd Halverson, American local government official, retired city manager of Camas (Washington) and Independence		

	(Oregon), USA; Peter Agh, Executive Director of the International City Management Association (ICMA); Paola Lorenzoni, Project coordinator in Gorizia City Council, Dália Paulo, City Manager, City Director in Loulé Municipality, Portugal; Ian Davidson, Chief Executive Tending District Council.		
12.15 – 12.45	<b>BRAKE</b>		
12.45 – 13.00	<b>ReBuS Toolkit "RESILIENCE BUILDING STRATEGIES", Council of Europe, Centre of Expertise for Good Governance.</b> <i>Daniele del Bianco Institute of International Sociology, Gorizia, Italy</i>		<b>Reporting violations of the law, how to prepare and implement a good procedure. Best practices.</b> <i>Małgorzata Giela, Head of the Development Department, Zabrze City Council; Jacek Mąka, Director of Compliance Office, Warsaw City Council; Magdalena Majkowska, Executive Secretary of Wieluń; Karolina Kucharska, Director of Human Resources and Organization Department City Council of Gdańsk</i>
13.00 – 13.25	<b>Electronization of Public Procurement.</b> <i>Hubert Nowak, President of the Public Procurement Office, Legal advisor</i>	<b>Accessibility of public institutions, first lessons from implemented legal solutions. Case studies.</b> <i>Izabela Jankowska-Zawada, Executive Secretary of Skołyszyn, Chairperson of the FSLD Forum of Accessibility Coordinators</i>	
13.25 – 13.45	<b>The Act on Employee Equity Plans and the powers of the National Labour Inspectorate.</b> <i>Małgorzata Dziemińska, Chief specialist in Legal Department of the National Labour Inspectorate</i>	<b>Research Report: Local Government Development of the last 5 years. Effective Local Government. A comparison of the results of the 2021 vs. 2016 study.</b> <i>Joanna Konieczna-Salamatin, PhD, sociologist, social researcher</i>	<b>Code of Administrative Procedure. Practical aspects.</b> <i>Marcin Adamczyk, Legal advisor, FSLD expert</i>
13.45 – 14.15	<b>Digital Municipality</b> <i>Janusz Cieszyński Secretary of State, Government Plenipotentiary for Cyber Security</i>	<b>Public Service Monitoring System.</b> <i>Sławomir Wysocki, project coordinator, Association of Polish Cities</i>	<b>Public information versus open data.</b> <i>Joanna Kostrzewska, Partner, legal advisor Dr Krystian Ziemiński &amp; Partners in Poznań; Bogusław Suwara, Executive Secretary of Wejherowo; Aleksandra Król-Skowron, Executive Secretary of Bobrowniki</i>

14.15 – 14.45	LUNCH BRAKE Floor No. 2	<b>14.15 - 14.45 Anti-Money Laundering and Anti-Terrorism Law (AML); instruction.</b> <i>Paulina Ledwoń, legal counsel, PhD in law</i>	LUNCH BRAKE Floor No.
14.45 – 15.15		<b>14.45 - 15.15 Responsibility of the Executive Secretary in the process of auditing grants for the operation of nongovernmental organizations.</b> <i>Artur Gluziński, FSLD expert</i>	
15.15 – 16.15	<b>Debate: The Law on Local Government Employees and wages regulations.</b> <b>In what direction should legislative changes go?</b> Moderator: Grzegorz Frugalski, Executive Secreter of Sosnowiec; Attendees: Minister Michał Cieślak, Andrzej Porawski, Director of The Association of Polish Cities, Andrzej Wojewódzki, Executive Secretary of Lublin; Wojciech Ślefarski, Mayor of Zagnańsk.		
DAY 2 29th September 2021			
9.30 – 9.40	Day 2 opening		
	Main stage (stationary) with online access	Parallel on line scene	Parallel stationary scene
9.40 – 10.00	<b>Relationships between local government bodies.</b> <i>Maciej Kielbus, Administrative Law Department, Dr Krystian Ziemiński &amp; Partners in Poznań, Legal advisor</i>	<b>Report: The Effective Local Government Office. Local development priorities. Development priorities and difficulties in TSU management, evaluation of local governments efficiency.</b> <i>Marcin Smala, Vice-chairman of the Executive Board FSLD</i>	<b>A survey of job satisfaction in local government. Why is it worth to conduct it systematically?</b> <i>Barbara Chamiga, Executive Secretary of Gliwice, Michał Landowski, Executive Secretary of Pruszków district, Małgorzata Ochęduszek-Ludwik, Director of Czeladź City Council</i>
10.00 – 10.45	<b>Remote sessions as a permanent tool for fulfilling tasks of the</b>	<b>How to examine the needs and expectations of residents?</b>	

	<b>legislative body, proposed changes.</b> <i>Joanna Podgórska-Rykała, PhD, FSLD expert; Rafał Budzisz, PhD, FSLD expert; Marek Pszonak, Paweł Broła, Executive Secretary of Chęciny</i>	<i>Marcin Bazylak, President of the City of Dąbrowa Górnicza, Aneta Kowalewska, Deputy Mayor of Wyszaków, Kinga Religa, Regional promotion expert</i>	
10.45 – 11.10	<b>Strategy for the implementation of a unified electric administrative management system in public administration 2022.</b> <i>Marcin Madejczyk, Director, NASK - National Research Institute in Białystok</i>	<b>Management control, risk analysis.</b> <i>Dariusz Melerowicz, deputy mayor, FSLD expert</i>	<b>Deliberation as a tool for co-determination</b> <i>Joanna Podgórska, PhD, FSLD expert</i>
11.10 – 11.30	BRAKE	<b>Modern systems of managing employee benefits.</b> <i>Grażyna Nowicka, business coach and expert</i>	BRAKE
11.30 – 11.50	<b>Effective risk management in local government units with the support of IT tools.</b> <i>Marcin Stępień, GRC Market Development Director</i>		<b>Unified electric administrative management system in public administration 2022 - Q&amp;A</b> <i>Mariusz Madejczyk, Director, NASK - National Research Institute in Białystok</i>
11.50 – 12.10	<b>Shaping training and staff development strategies in local government.</b> <i>Jakub Mielczarek, Union of the Provinces of the Republic of Poland, Tomasz Czuczak, Executive Secretary of Koszalin</i>	<b>Electronic bid signing in public procurement, key aspects.</b> <i>Iwona Ziarniak, Public procurements expert</i>	
12.10 – 12.20		<b>12.10 - 12.30 Current challenges for a local government employer</b> <i>Magdalena Olech, labour law expert</i>	<b>Remote working: effective and rewarding or full of pitfalls?</b> <i>Ewa Podgórska-Rakiel, PhD, FSLD labour law expert</i>
12.20 – 12.40	<b>How to properly carry out the tasks of a Provincial Governor related to the exercise of supervision over the making of laws by local government bodies?</b>	<b>12.30 - 12.50 Controlling the proper use of civil law contracts</b> <i>dr Bartosz Kopeć, Vice Director, National Labour Inspectorate</i>	

	Maciej Gardas, Director of the Supervision and Control Department, Lower Silesian Voivodeship Office in Wrocław		
12.40 – 13.10	Brake	<b>12.50 - 13.10 Quality and process management in administration.</b> Marcin Lis, Vice-Rector for Student Affairs and Cooperation with the Environment, University of Business	Brake
13.10 – 13.30	<b>How to involve the local community? Technology in the service of citizen participation</b> Tadeusz Chełkowski, economist, social movement specialist	<b>13.10 - 13.30 Electronic delivery, implementation of administrative proceedings using modern IT solutions.</b> Ewa Plesnarowicz-Durska, legal advisor, FSLD expert, Aleksandra Grzebieniowska, Voivodeship Inspector for Inspections in the Legal, Supervision and Control Department, Lower Silesian Voivodeship Office in Wrocław	
13.30 – 14.15	<b>Debate: Summary and conclusions of the Board of Directors of the National Council of Secretaries Forum.</b> Moderator: Andrzej Wojewódzki, Executive Secretary of Lublin, Attendees: Bogusław Suwara, Executive Secretary of Wejherowo, Grzegorz Frugalski, Executive Secretary of Sosnowiec, Magdalena Majkowska, Executive Secretary of Wieluń, Krzysztof Augustyn, Executive Secretary of Gorlicki District.		
14.15 – 14.30	Summary		
14.30	LUNCH - Floor No. 2		