

**Minutes from the first meeting of Monitoring Committee of sectoral operational
EQUAL Community Initiative Programme (EQUAL CIP MC)
of 31 August 2004**

Ministry of Economy and Labour, 1/3 Wspólna Street, Hall No. 1105

THE COURSE OF THE MEETING

43 persons participated in the meeting, including 28 Committee Members, 5 deputies and 10 observers. The meeting was presided by Mr. Marek Szczepański, Undersecretary of State in the Ministry of Economy and Labour (MoEL). The meeting was also attended by representatives of the EQUAL Community Initiative Programme (CIP) Managing Authority: Mr. Piotr Stronkowski – Deputy Director of the European Social Fund Management Department, MoEL, Ms. Małgorzata Lublińska – Head of the EQUAL Division in the ESF Management Department, MoEL and Ms. Gabriela Popowicz – Main Specialist from the EQUAL Division in the ESF Management Department, MoEL.

Acceptance of the meeting agenda

The Committee Chairperson presented the proposed agenda of the meeting:

1. Acceptance of the agenda
2. Acceptance of the Rules and Regulations of EQUAL CIP Monitoring Committee (MC) due to the change of the legal basis
3. Acceptance of the EQUAL CIP Programme Complement
4. Acceptance of the Information and Promotion Strategy of the EQUAL Community Initiative in Poland
5. Recommendation of the list of experts delegated to the Project Evaluation Subcommittee
6. Miscellaneous.

Participants of the meeting were asked then to present their remarks and proposals of changes in the presented agenda.

Mr. Witold Polkowski, Expert of the Confederation of Polish Employers, motioned to remove from the agenda point 5 regarding the recommendation of the list of experts delegated to the Project Evaluation Subcommittee. The list of experts was delivered to the Committee Members at the meeting, which – according to Mr. Polkowski – made a detailed analysis of the presented candidates impossible. A protest was also put forward regarding the fact that those materials had not been sent by electronic mail before the meeting, as specified in the Rules and Regulations of the Committee. Information on the organizations recommending individual candidates was requested.

Chairperson Marek Szczepański said that persons responsible for the recruitment had intended to create groups of independent experts, who would not represent interests of any institution. Providing the names of the organizations recommending individual candidates would be inconsistent with that intention.

Moreover, it was proposed to vote the motion of Mr. Polkowski after the acceptance of the Rules and regulations of the Committee.

Mr. Jerzy Wiśniewski, Director of the Department of Educational Strategy and Structural Funds Ministry of National Education and Sport, motioned for the voting of the agenda before accepting the Rules and Regulations. He also demanded a presentation of the criteria of evaluating experts and information on the process of their selection.

Chairperson of the Committee, Mr. Marek Szczepański, explained that the proposal of voting of the Rules and Regulations before Mr. Polkowski's motion resulted from the need of obtaining a basis of conducting the committee's proceedings.

Supporting the motion of Director Wiśniewski, he proposed that the Committee should decide on the change of the wording of point 5 of the agenda from *Recommendation of the list of experts delegated to the Project Evaluation Subcommittee* to *Discussion on the creation of the list of experts delegated to the Project Evaluation Subcommittee*.

Committee Members did not object and thus the agenda with a modified point 5 was accepted.

Acceptance of the Rules and Regulations of EQUAL CIP MC due to the change of the legal basis

Director Piotr Stronkowski presented a draft of the Rules and Regulations. He explained that major changes result from the change of the legal basis of the functioning of EQUAL CIP MC. Since 31 August 2004, EQUAL CIP MC has been functioning according to the Act on the National Development Plan (NDP). Pursuant to article 42 section 1 of the said act, the Minister of Economy and labour issued regulation No. 10 on 22 July 2004 on the establishment of the Monitoring Committee for the operational programme EQUAL Community Initiative in 2004-2006. The change of the legal basis caused technical changes in the text of the Rules and Regulations, and a change of the scope of tasks of the Committee. § 4 *Tasks* was subdivided into 2 points:

- the first one refers to tasks common for all monitoring committees specified in article 42 point 3 of the Act on NDP,
- the second one includes additional tasks which are specific for EQUAL CIP MC.

Director Stronkowski expressed his hopes that Committee Members would accept that broadening of the scope of duties in the Rules and Regulations, as it is the only document where such provisions can be included. Due to legal reasons, it was impossible to preserve similar provisions in the EQUAL CIP Programme Complement.

Then, Minister Szczepański motioned for the removal of certain points in § 3 *Committee organization and composition*:

- point 3 "The composition of the Committee aims the achieve a balance of sexes"
- point 4 "The Chairperson nominates the Committee Members".

Another amendment was proposed by Mr. Zbigniew Kruszyński, a member of the National Commission of NSZZ "Solidarność", who pointed out the need to include in § 12 *Fees and remunerations* the amendment proposed at the last meeting of the Team-Monitoring Committee of EQUAL CIP on 25 May 2004, which meant the addiction of a provision which guarantees that the Committee Members or their deputies residing outside the place of the

MC meetings would receive the reimbursement of costs (from the funds of EQUAL CIP or the Ministry of Economy and Labour) incurred in relation to the participation in the meeting, after the submission of adequate documents. Such costs would include:

- costs of the travel by public means of transportation,
- costs of the travel by non-public means of transportation, up to the amount of costs of the travel by public means of transportation on the same route,
- costs of accommodation.

Ms. Anna Karaszewska, Director of the Organization Department of the Polish Confederation of Private Employers, requested a detailed explanation of the principles of the second debate in § 5 *Manner of taking decisions* point 12.

Mr. Marcin Dadel, a member of the KLON/JAWOR association, proposed a new wording of point 6 in § 9 *Meetings and documents*: “The Chairperson may, in justified cases, reserve that the Members and their deputies do not disseminate the contents of individual documents which are the subject of meetings, until the Committee takes a decision in this respect”. The introduction of such a reservation will enable consulting of selected materials (e.g. of The information and promotion strategy with partners of organizations participating in the works of EQUAL CIP MC).

Ms. Małgorzata Sidowska, Deputy Chairperson of the *Co-operation Fund* Foundation, pointed out to a certain inconsistency of the vocabulary used in the Act on NDP and in the draft of the Rules and Regulation of EQUAL CIP MC, where in § 8 *Groups and working teams*, a phrase “groups and working teams” is used, while in the Act on NDP, these are called “subcommittees and working groups”.

Minister Marek Szczepański ensured that this inconsistency would be verified, and a proper phrase would be added to the final version of the Rules and Regulations. Then, he asked the Committee whether it is possible to adopt a resolution on the acceptance of the Rules and Regulations of EQUAL CIP MC, subject to the introduction of changes proposed during the discussion.

The resolution was adopted unanimously.

Acceptance of the EQUAL CIP Programme Complement

Presentation of the status of preparations to implement EQUAL CIP

Director Piotr Stronkowski informed all present that on 31 August 2004, a resolution of the Minister of Economy and Labour on the acceptance of the operational programme EQUAL Community Initiative was published and enforced. It enabled the consideration of the EQUAL CIP Programme Complement by EQUAL CIP MC.

When the above document is accepted, the process of its enforcement will take about 3 weeks and it would include the following stages:

- asking the Governmental Legislation Centre to release the draft of the regulation from the legal commission and to grant a positive opinion,
- submitting the draft of the regulation to the Minister of Economy and Labour for signing,
- publication of the signed regulation in the Journal of Laws.

The next stage enabling the implementation of EQUAL CIP will be the enforcement of:

- the regulation on the manner of submitting and models of application for financing and on the model of agreement for financing within EQUAL Community Initiative Programme for Poland in 2004 – 2006,
- the regulation on the models of periodic, annual and final reports on the implementation of activities, themes and the programme within the operational programme EQUAL Community Initiative Programme for Poland.

Once the procedure of application evaluation is completed, a ranking list will be created, which will be sent to the EQUAL CIP Managing Authority to obtain recommendation. Then a meeting of the EQUAL CIP MC will be convened to provide the opinion on the list. The final stage of the procedure is submitting the list to the Minister supervising the EQUAL Managing Authority, who can accept projects, demand their corrections or reject them.

Information on the acceptance of a project for implementation will be sent to applicants at the beginning of November. According to the provisions of the Programme Complement, that decision can be applied against.

Agreements are planned to be signed by 1 December 2004. By mid-December, final data of the selected Development Partnerships will be sent to the ECDB to enable seeking transnational partners as from 1 January 2005.

To sum up, Director Stronkowski said that it is difficult to implement the presented time schedule, but meeting the deadlines is necessary to introduce Polish partners to the European database on time.

Finally, he informed that a detailed time schedule will be delivered to the MC Members.

Presentation of changes introduced to the EQUAL CIP Programme Complement

Key changes in the EQUAL CIP Programme Complement, resulting from remarks made by the Governmental Legislation Centre were presented by Ms. Gabriela Popowicz, Main Specialist from the EQUAL Division of the European Social Fund Management Department at the Ministry of Economy and Labour.

Pursuant to the act of 20 April 2004 on NDP, the following changes were introduced:

1. vocabulary was standardized according to the Act on NDP – priorities and themes in EQUAL CIP mean – according to the Act – operational priorities and measures, a measure in EQUAL CIP – means a project, according to the Act,
2. the Act on NDP specifies the contents of the Programme Complement (article 11 point 2) and the enclosures to the Programme Complement (article 11 point 3), therefore:
 - fragments on the principles of the project selection were moved from the system description to the enclosure 3,
 - principles of expenditures eligibility included in enclosure 4 were defined, according to the Act on NDP, in relation to dates of their incurring and to the entity which incurs them, and to the expenditure category,
 - data used through ECDB on the European level were removed from enclosure 5 – information on the type data delivered to the European Commission was placed in chapter 7.1. *Monitoring*, including links to web pages where ECDB is available,

- the manner of conducting and summary of the ex-ante evaluation (previously an enclosure to EQUAL CIP) of the operational programme – EQUAL Community Initiative Programme were included in chapter 7.2 *Evaluation*,
3. article 42 point 3 of the Act on NDP specifies a catalogue of tasks of the Monitoring Committee of the operational programme. EQUAL CIP MC tasks described in the EQUAL CIP Programme Complement may not exceed the statutory tasks; therefore, provisions inconsistent with the Act on NDP were removed from the current version of the Programme Complement, e.g. participation of the EQUAL CIP MC in the evaluation of the ranking list, acceptance of thematic networks by the EQUAL CIP MC.

Moreover, in chapter 3.2 *Building partnership*, a description was added of the manner of recruiting partners to Partnership (within Measure 1), when an entity from the public finance sector is the leader.

Completing her presentation, Ms. Gabriela Popowicz noted that the remaining changes had been of an editorial nature and had not affected materially the contents of the document of the EQUAL CIP Programme Complement.

Discussion on adoption of the EQUAL Community Initiative Programme Complement

Minister Marek Szczepański opened the discussion and encouraged posing questions and remarks to the presented material.

Mr. Jacek Sutryk, Director of the Working Community of Social Organizations Associations in Warsaw asked why EQUAL CIP MC was not included in the procedure of appeal proceedings for applicants.

Complementing the above question, Mr. Krzysztof Janicz, Main Specialist from the Office of the Government Plenipotentiary for Equal Status of Women and Men, added that the EQUAL CIP MC is not a deciding party in the appeal proceedings any more, but is only informed of its results. Moreover, it was stressed that the provision in the previously accepted Rules and regulation of the EQUAL CIP MC, including in its tasks: “providing opinions and recommendations for the list of projects selected for implementation” is inconsistent with the Act on NDP.

Minister Szczepański answering questions posed by Mr. Sutryk and Mr. Janicz said that the introduction of those changes to the EQUAL CIP Programme Complement resulted from the need to adjust that document to the requirements of the Act on NDP.

Moreover, he explained that the Rules and Regulations of the EQUAL CIP MC must include tasks specified in the Act on NDP for all committees monitoring operational programmes, but they may also include other additional duties, subject to the acceptance thereof by the Members of the EQUAL CIP MC.

Mr. Krzysztof Janicz spoke again and said that after the changes in the programming documents, the role of the EQUAL CIP MC in the process of project selection is limited to being informed of the selection, which means the EQUAL CIP MC has no influence on the final shape of the list of projects.

Minister Szczepański informed that the role of the EQUAL CIP MC had not been limited, as provisions in this respect had been moved from the previous version of the EQUAL CIP Programme Complement to the Rules and Regulations of the EQUAL CIP MC. Both those documents specify that the EQUAL CIP MC is obliged to “provide opinions and recommendations for the list of projects selected for implementation”.

Moreover, the Committee Chairperson said that all entities involved in the implementation of EQUAL CIP in Poland have one common objective – a selection of good projects. He ensured that he cannot image lack of consensus between the EQUAL CIP Managing Authority and the EQUAL CIP MC. The Managing Authority, as a unit responsible for spent funds, intends to use the wide and varied experience of the Members of the EQUAL CIP MC, during taking up decisions.

Mr. Marcin Dadel asked whether the procedure described in the Programme Complement would also apply to those organizations which participated in the preparation of the application or to those which were applicants in Measure 1, but the final agreement of financing Measure 1 was signed, on behalf of the Partnership, by a budget unit (e.g. due to the lack of opportunities to obtain guarantees by an organization which was the applicant).

Mr. Jerzy Wiśniewski, expressed his doubt whether the new form of enclosure 1 (referring to *Criteria of the selection of Development Partnerships* in the EQUAL CIP Programme Complement) becomes the basis of questioning the on-going procedure of the call for proposals, started according to other principles. He also stressed that there are no material changes (of the substantive scope of criteria) both in the current and in the previous version of the Programme Complement.

Director Stronkowski ensured that building partnerships would be a transparent process, open for all organizations. He added that, according to the EQUAL CIP programme Complement, the fact that an organization participated in the preparation of the application would be taken into consideration during the selection.

Moreover, it was confirmed that evaluation criteria for the partnership selection has not been changed, but they had been only moved from the main part of the Programme Complement to an enclosure; conditions of the call for proposal remain unchanged.

Closing the discussion, Mr. Marek Szczepański explained arising doubts regarding the validity of applications submitted before the enforcement of the regulation of the Minister of Economy and Labour on the acceptance of the EQUAL CIP Programme Complement, and ensured that adequate provisions in the draft regulation on the manner of submitting and models of application for financing and on the model of agreement for financing within EQUAL Community Initiative Programme for Poland in 2004 – 2006 guarantee the validity of such applications.

Ms. Agnieszka Grzybek, Director of the OŚKA Foundation, proposed that the ranking list of accepted projects submitted to the Members of the EQUAL CIP MC should also include a brief description of each project and the granted number of points.

Minister Szczepański ensured that MC would receive a full list of projects (including those recommended for rejection) with their brief description.

Then the Committee Chairperson proposed a unanimous adoption of the resolution on the acceptance of the EQUAL CIP Programme Complement for Poland for 2004-2006.

Mr. Krzysztof Janicz objected the resolution.

Pursuant to the provisions of points 4 and 5 § 5 *Manner of taking decisions* of the Rules and Regulations of the EQUAL CIP MC, the Committee Chairperson started the second debate on the draft of the resolution on the acceptance of the EQUAL CIP Programme Complement.

Mr. Krzysztof Janicz spoke first and sustained his earlier objections.

Director Stronkowski said that the basic tasks of the EQUAL CIP MC meet the requirements of the Act on NDP which determines the manner of functioning of all committees monitoring

operational programmes. EQUAL is a specific programme, therefore an enlargement of the scope of its tasks was proposed.

Director Wiśniewski added that the introduction of additional tasks would authorized the EQUAL CIP MC to take a wider range of decisions which are required in the process of implementing the EQUAL CIP.

Ending the second debate, Minister Szczepański repeated that rights of the EQUAL CIP MC would not change as a result of changes in the EQUAL CIP Programme Complement; only the place where they are specified would be changed. Such a solution was also accepted by the Governmental Legislation Centre.

The Committee Chairperson again proposed a unanimous adoption of the resolution on the acceptance of the EQUAL CIP Programme Complement for Poland for 2004-2006.

Mr. Krzysztof Janicz objected the acceptance of the resolution.

Pursuant to the provisions of point 7 § 5 (*Manner of taking decisions*) of the Rules and Regulations of the EQUAL CIP MC, the Committee Chairperson ordered voting.

28 were for the acceptance of the resolution, 1 person against it.

The resolution on the acceptance of the EQUAL CIP Programme Complement for Poland for 2004-2006 was accepted.

Acceptance of the Information and Promotion Strategy of the EQUAL Community Initiative in Poland

Ms. Beata Puszczewicz, representing the *Co-operation Fund* Foundation, presented the Information and Promotion Strategy of the EQUAL Community Initiative in Poland.

The presentation included a report on activities implemented so far, a presentation of communication activities in September-December 2004, and an explanation of the manner in which determinations made at the working meeting of the Members of the EQUAL CIP MC on 3 August 2004 were included in the strategy.

After the presentation, Minister Marek Szczepański started a discussion.

Mr. Marcin Dadel proposed that documents describing the Information and Promotion Strategy for further periods should be delivered to the Members of the EQUAL CIP MC earlier than so far.

Ms. Beata Puszczewicz ensured that detailed plans regarding information and promotion activities for each year would be delivered to the Member of the EQUAL CIP MC in a more advance.

Minister Marek Szczepański added that apart from an earlier despatch of the documents, a working meeting would be organized to discuss submitted proposals.

This point of the agenda ended with a voting on the acceptance of the resolution on the acceptance of the Information and Promotion Strategy of the EQUAL Community Initiative in Poland.

EQUAL CIP MC unanimously adopted the resolution on the acceptance of the Information and Promotion Strategy of the EQUAL Community Initiative in Poland.

Discussion on the creation of the list of experts delegated to the Project Evaluation Subcommittee

Ms. Małgorzata Lublińska presented the elements of the procedure of the selection of experts to the Project Evaluation Subcommittee and the criteria for the evaluation of experts in order to create a preliminary list of experts delegated to the Project Evaluation Subcommittee. The process of recruitment started in June with a call for recommendation of external experts to the Project Evaluation Subcommittee. Applications were sent directly to the *Co-operation Fund* Foundation and to the European social Fund Management Department. Both those institutions also recommended candidates.

The candidates were evaluated by a committee composed of the employees of the *Co-operation Fund* Foundation according to the following criteria:

- evaluation of CV,
- evaluation of recommendation letter,
- evaluation of the exercise which was an evaluation of a sample application,
- participation in the meeting organized by the *Co-operation Fund* Foundation.

Ms. Małgorzata Lublińska also referred to the issue of sending the proposed list of experts by electronic mail, as Mr. Witold Polkowski proposed at the beginning of the meeting.

She explained that the list of experts was created too late to be sent by ordinary mail before the meeting of the EQUAL CIP MC. As the document is confidential and the information on the composition of the list is reserved only for the members of the EQUAL CIP MC, the Managing Authority decided not to send the list by electronic mail, as not every Member of the EQUAL CIP MC has his/her own e-mail address.

Referring to the request for information on organizations recommending individual candidates, Ms. Małgorzata Lublińska said that the Managing Authority of the EQUAL CIP did not inform the public what organizations recommended the candidates, in order to prevent influencing experts and due to the fact that they do not represent any institutions.

Ms. Małgorzata Rejnik, representing the *Co-operation Fund* Foundation, presented activities taken by the Foundation to prepare the list of experts.

the *Co-operation Fund* Foundation considered 69 applications. All applicants were invited to a meeting (it was conducted in two rounds: 20 July and 24 August 2004). 4 persons resigned after they received the invitations, as they represented institutions applying for funds from the EQUAL CIP. Another person resigned during the meeting and 4 persons did not complete the practical part.

After the meeting, candidates were evaluated according to the criteria presented earlier by Ms. Małgorzata Lublińska. A basic list and a reserve list were created, the latter included 2 persons not experienced in the project evaluation. After the completion of training, they may be included in the basic list.

Negative results of the practical part resulted from:

- a partial completion of the questionnaire,
- lack of evaluation and justification, preparation of only a summary of data included in the application.

After the completion of the list of experts for the Project Evaluation Subcommittee, they were divided into groups assigned to different subjects. Ms. Małgorzata Lublińska reminded the

manner of the evaluation of applications. Applications will be assigned at random. An expert will be required to sign a declaration of impartiality. Every project will be evaluated independently by two experts. If their opinions differ, the project will be given to a third expert (also chosen at random).

A ranking list of projects will be prepared according to the evaluation by experts.

Mr. Witold Polkowski noted that the submitted number of experts (27) may be insufficient to evaluate 600 applications in 10 days. He also said that he had no objections to the submitted list of experts, but he proposed to treat it as an open list and to organize the second round of the recruitment.

Mr. Zygmunt Mierzejewski, Deputy Chairperson of the Forum of Trade Unions supported the motion of Mr. Polkowski and said that the information on what organizations recommended individual experts should be provided. Such information would enable assigning to experts only such projects which were not prepared by the organization which recommended them.

Ms. Agnieszka Grzybek asked whether the declaration of impartiality would include a question on possible co-operation of the candidate with the organization whose project he/she would evaluate. He also asked to include in the information on projects placed in the ranking list to be delivered to the EQUAL CIP MC the following information:

- number of points obtained by the project,
- whether a third expert was involved in its evaluation.

Mr. Zbigniew Kruszyński supported the motion of Mr. Witold Polkowski.

Referring to the questions posed in the discussion, Director Stronkowski informed that the declaration of impartiality would include a question on possible co-operation of the candidate with the organization whose project he/she would evaluate. In the case when such a connection exists, another person would be selected to evaluate the application.

Referring to the motion of Mr. Polkowski, Director Stronkowski announced the II round of the selection of experts; recommendations should be sent by 10 September 2004. A new list of experts will be accepted in a circulation procedure by mail.

Ms. Małgorzata Rejnik asked the organizations recommending candidates to notify them of the fact the *Co-operation Fund* Foundation is planning to organize another meeting for the candidates in the second half of September.

At the end of this point of agenda, the EQUAL CIP MC unanimously recommended the acceptance of the I list of experts delegated to the Project Evaluation Subcommittee.

Miscellaneous

Ms. Małgorzata Lublińska informed that on 2 and 22 September 2004, two rounds of training for the Members of the EQUAL CIP MC and their deputies will be conducted. The training will be organized by the National Training Institute for the European Social Fund and it will be conducted by trainers who had all the necessary documents delivered.

Mr. Piotr Stronkowski informed of the creation of the mailing list for the EQUAL CIP MC. Every message sent to equal@mg.gov.pl will be delivered to all the Committee Members.

Representatives of the Ministry will also check the possibility of creating personal mail boxes on the server of MoEL.

Further, answering the arising doubts, he ensured that the project budgets described in the applications could be changed for the purpose of increasing their value by the cost of issuing a notarial deed confirming a voluntary submission to the execution and by the cost of securing the project value.

It would be possible during the period between the submission of the application and the conclusion of the financing agreement.

Minister Marek Szczepański added that information on this subject will be placed in the web pages of the Ministry of Economy and Labour and the National Support Framework.

Ms. Małgorzata Sidowska, Deputy Chairperson of the *Co-operation Fund* Foundation, informed of two attempts of bribing, of which the prosecutor's office had been informed; the Foundation web page will feature information thereon.

The Committee Chairperson Mr. Marek Szczepański, closing the last point of the agenda, thanked everybody for the participation in the first official meeting of the EQUAL CIP MC.

Prepared by: Magdalena Szczecińska, European Social Fund Management Department, MoEL

Accepted by: the Committee Chairperson– Marek Szczepański, Undersecretary of State, MoEL

PARTICIPANTS OF THE MEETING

Members (and their deputies) of the EQUAL CIP MC:

1. Chairperson – Mr. Marek Szczepański – Undersecretary of State in the Ministry of Economy and Labour
2. Mr. Jerzy Wiśniewski, Director of the Department of Educational Strategy and Structural Funds Ministry of National Education and Sport
Ms. Maria Szaryńska, Department of Educational Strategy and Structural Funds Ministry of National Education and Sport (Deputy)
3. Ms. Dorota Jaworska, Deputy Director of the Department of the Paying Authority, Ministry of Finance
4. Mr. Piotr Stronkowski, Deputy Director of the European Social Fund Management Department, Ministry of Economy and Labour
Ms. Małgorzata Lublińska, European Social Fund Management Department, Ministry of Economy and Labour (Deputy)
5. Mr. Krzysztof Więckiewicz, Director of the Public Benefit Department, Ministry of Economy and Labour
6. Ms. Jolanta Dowlot-Urbańska, Monitoring and Control Unit of the European Social Fund, Department of Structural Policy Coordination, Ministry of Economy and Labour
7. Ms. Barbara Chydrasińska, the Department of Rural Infrastructure and Social Communication, Ministry of Agriculture and Rural Development
8. Mr. Maciej Kełmiński, Department of Science Strategy and Development, Ministry of Scientific Research and Information Technology
9. Mr. Cezary Zaremba, Department of Public Administration, Ministry of Interior and Administration
10. Mr. Krzysztof Janicz, Office of the Government Plenipotentiary for Equal Status of Women and Men
11. Ms. Marzena Kempieńska, Starosta of Świecie, Association of Polish Poviats
12. Mr. Ryszard Tur, President of Białystok, Union of Polish Metropolises
Ms. Barbara Waclawska, Head of the Poviats Labour Office in Białystok, Union of Polish Towns (Deputy)
13. Ms. Jolanta Barska, Deputy Mayor of Nysa, Association of Polish Cities
14. Mr. Dariusz Wróbel, Deputy mayor of Opole Lubelskie, Union of Polish Towns
15. Mr. Maciej Kałuski, Member of the Board of the Lubuskie Voivodship, Convention of Voivodship Marshals
16. Mr. Zbigniew Kruszyński, National Commission of NSZZ “Solidarność”
17. Mr. Zygmunt Mierzejewski, Deputy Chairperson of the Forum of Trade Unions
18. Ms. Jolanta Kosakowska, Vocational Education and Social Problems Team, Polish Craft Association (Deputy)

19. Mr. Witold Polkowski, Expert of the Confederation of Polish Employers
Ms. Monika Ulatowska, Specialist in Healthcare and Social Policy, Confederation of Polish Employers (Deputy)
20. Ms. Anna Karaszewska, Director of the Organization Department, Polish Confederation of Private Employers
21. Ms. Renata Kieszek, Secretary of the Lobbying Institute, Business Centre Club
22. Ms. Marta Titaniec, Caritas Polska
23. Ms. Monika Hawkes, Programming Director of the Polish Humanitarian Organization Foundation
24. Mr. Marek Stefaniak, Member of the Board of the MONAR Association, All-Poland Union of Social Employment Organizations
25. Ms. Agnieszka Grzybek, Director of the OŚKA Foundation
26. Ms. Magdalena Żychlińska, Polish Red Cross
27. Mr. Marcin Dadel, KLON/JAWOR Association
28. Mr. Jacek Sutryk, Director of the Working Community of Social Organizations Associations in Warsaw.

Observers:

1. Ms. Gabriela Popowicz, European Social Fund Management Department, Ministry of Economy and Labour
2. Ms. Joanna Zabielska, Specialist in Internal Audit, Ministry of Economy and Labour
3. Ms. Beata Puszczewicz, *Co-operation Fund* Foundation
4. Ms. Małgorzata Sidowska, Deputy Chairperson of the *Co-operation Fund* Foundation
5. Ms. Małgorzata Rejnik, *Co-operation Fund* Foundation
6. Ms. Anna Adamczyk, MONAR Association
7. Ms. Mirosława Płyta, Polish Agency for Enterprise Development
8. Ms. Katarzyna Trzewik, Department of European Integration and International Co-operation, Office of Repatriation and Foreigners
9. Mr. Tomasz Robaczewski, Voivodship Labour Office in Gdańsk
10. Mr. Artur Janas, Deputy Director of the Voivodship Labour Office in Toruń, Union of the Voivodships of the Republic of Poland.