ORDINANCE No. 2049/2019

BY THE PRESIDENT OF THE CITY OF KRAKÓW

of 09/08/2019

On defining the division of competences of the organizers of public consultations and introducing the application forms for conducting consultations and consultation forms.

Based on Art. 31 and Art. 33 of the Act of 08/03/1990 on the local government (Journal of Laws of 2019, Item 506 and 1309) and Resolution No. CXI/2904/18 by the Kraków City Council of 26/09/2018 on the rules and procedure of  
conducting consultations with residents of the Municipality of Kraków and the Kraków Public Benefit Activity Council or other non-governmental organizations and entities referred to in Art. 3, Sec. 3 of the Act of 24/04/2003 on public benefit activities and volunteer work in local legal acts in the areas related to the statutory activities of these organizations (Official Journal of Małopolska Voivodship of 04/10/2018, Item 6609), it is ordered as follows:

§ 1. Whenever this Ordinance or its annexes refer to:

1. Resolution - shall be understood as Resolution No. CXI/2904/18 by the Kraków City Council of 26/09/2018 on the rules and procedure of  
   conducting consultations with residents of the Municipality of Kraków and the Kraków Public Benefit Activity Council or other non-governmental organizations and entities referred to in Art. 3, Sec. 3 of the Act of 24/04/2003 on public benefit activities and volunteer work in local legal acts in the areas related to the statutory activities of these organizations;
2. organizational unit of UMK - shall be understood as all organizational units that are part of the Kraków City Hall, including: Departments, Offices, Law Offices and Teams;
3. m.j.o. - shall be understood as municipal organizational units without legal personality, such as: state administrative entities;
4. Mayor - shall be understood as the Mayor of the City of Kraków as an organ of the local government;
5. Council - shall be understood as the Kraków City Council;
6. stakeholders - shall by understood as all natural persons, legal persons or organizational units without legal personality, to whom the law grants legal capacity, the subject of consultation may concern, which may affect it or are simply interested in it.

§ 2. The organization of the public consultation process is conducted in accordance with the guidelines resulting from the Resolution.

§ 3. The tasks of the organizational unit of UMK/m.j.o. that is responsible for the subject of consultation are in particular:

1. preparation of the announcement about consultations referred to in § 7, Sec. 2 of the Resolution, publication of the announcement in the manner indicated in the resolution, including in the Public Information Bulletin of the City of Kraków, and delivery of the announcement to the unit coordinating the consultations with all necessary materials regarding the subject of consultations;
2. preparation of a consultation form based on the templates provided in Annexes 2 and 3 to the present Ordinance;
3. preparation of a list or indication of the public consultations stakeholder groups;
4. ongoing cooperation with the stakeholders referred to in Point 3;
5. ensuring the participation of substantive employees in all forms of social consultations appropriate for the conducted process, with particular emphasis on duties and consultation meetings;
6. substantive analysis of the forms referred to in Point 2, collected during the consultations;
7. preparation of substantive feedback to applications, inquiries, remarks and comments submitted by residents and NGOs during consultations;
8. preparation of a consultation report and submitting it to the Council and the Mayor;
9. publication of the consultation report in the Public Information Bulletin of the City of Kraków and forwarding the consultation report to the unit coordinating the consultations.

§ 4. The unit coordinating the consultations, at the request of the organizational unit of the UMK/m.j.o. that is responsible for the subject of the consultations:

1. shall edit the content of the announcement about consultations provided by the organizational unit of the UMK/m.j.o. that is responsible for the subject of the consultations;
2. shall edit the content of the consultation form provided by the organizational unit of the UMK or the m.j.o. responsible for the subject of consultations;
3. shall propose forms and methods of consultations;
4. shall reserve and ensure the technical facilities necessary for the organization of meetings and consultation duties;
5. shall provide moderators for consultation meetings.

§ 5. The scope of responsibility of the consultation coordinating unit also include:

1. receiving consultation forms;
2. formal verification of the received consultation forms;
3. publication of an advertisement for consultations on the website for consultations with residents, the website for consultations with NGOs and relevant social networking sites;
4. publication of the consultation report on a website dedicated for consultations with

residents and a website dedicated for consultations with NGOs;

1. preparation of a report on consultations conducted through a website dedicated to consultations and social media profiles set by the unit.

§ 6. A template of the request for consultation is attached as Annex 1 to this Ordinance.

§ 7. Specimen consultation forms are attached as Annexes 2 and 3 to this Ordinance.

§ 8. The implementation of the present Ordinance is entrusted to the Director of the Health and Social Services Department.

§ 9. The Ordinance comes into force on the day of its signing.)