

Regulations
on the requirements to be met by a draft Participatory Budget
of WUM Medical University of Warsaw

Chapter I

General

§ 1

Whenever in these Regulations there is a mention of:

- 1) **Regulations** – it shall mean the Regulations for the Participatory Budget of WUM Medical University of Warsaw (hereafter WUM).
- 2) **Participatory Budget** – it shall mean the citizens’ budget of WUM, i.e. a participatory scheme in which the WUM academic community has the right to present and choose draft projects within WUM’s domain.
- 3) **WUM academic community/Participants** – it shall mean every staff member, student and PhD student at WUM.
- 4) **Applicant** – it shall mean a person presenting a draft project for the Participatory Budget.
- 5) **Project** – it shall mean a project within WUM’s domain, notwithstanding the terms in § 5(5) of these Regulations.
- 6) **Draft project** – it shall mean a proposal for project execution, presented and supported by at least 10 persons.
- 7) **Submission form** – it shall mean an online form available on budzetpartycypacyjny.wum.edu.pl, containing the details of the draft project.
- 8) **Participatory Budget Committee** - it shall mean the Participatory Budget Committee appointed by the Rector of WUM.
- 9) **Review** – it shall mean a formal and professional evaluation of a draft project by the Participatory Budget Committee.
- 10) **Participatory Budget financial resources** – it shall mean the specific funding defined as a separate part of the WUM Budget, originating from the WUM Rector’s reserve, dedicated to the execution of projects selected by the Participants through voting.
- 11) **Voting sheet** – it shall mean an online form available at: budzetpartycypacyjny.wum.edu.pl, listing the draft projects approved for voting, as per the form in **Appendix 3** to these Regulations.

§ 2

1. These Regulations set forth the principles and defines the measures aimed to give the WUM academic community the opportunity to participate in joint decisions regarding spending the Participatory Budget financial resources.
2. The participants of the Participatory Budget are the staff members, students and PhD students of WUM.
3. The total amount of funding dedicated to the execution of the projects chosen through voting will be defined in the Draft WUM Budget adopted for the particular budget year.

4. Within the Participatory Budget, projects presented by the academic community can be executed.
5. Execution of the Participatory Budget comprises the following stages:
 - 1) Submission of draft projects
 - 2) Formal and professional review of the draft projects, appeals procedure
 - 3) Presentation of the draft projects
 - 4) Voting and choosing the projects to be pursued
 - 5) Participatory Budget time schedule
6. An information and education campaign takes place throughout all the stages of the Participatory Budget execution, involving various communication channels.
7. A website budzetpartycypacyjny.wum.edu.pl is activated for the duration of the Participatory Budget, with the forms necessary for voting in a Participatory Budgeting procedure.
8. The Rector of WUM appoints a Participatory Budget Committee, composed of at least 7 members who are WUM staff members, of whom at least 1 member represents the students and 1 member represents the PhD students.

§ 3

1. The Rector of WUM appoints the Participatory Budget Committee, hereafter referred to as the Committee, including the Chairperson, which will be responsible for managing all matters related to the budget within the scope defined herein.
2. The Committee will proceed under the guidance of the Chairperson.
3. Members of the Committee:
 - 1) Chancellor - Chairperson of the Committee,
 - 2) Head of the Communication and Promotion Office of the University,
 - 3) Deputy Chancellor for Operations,
 - 4) Finance Officer,
 - 5) Students' Representative,
 - 6) PhD Students' Representative,
 - 7) University Staff Representative.
4. The Deputy Rector responsible for Internationalization, Promotion and Development will coordinate and monitor the Committee's performance of its duties.
5. The Committee shall have the following specific duties:
 - 1) To consider the applications and evaluate them in terms of compliance with the formal requirements and other conditions stipulated herein and prescribed by the applicable law,
 - 2) To select the draft projects that will be released for voting,
 - 3) To present specified projects to the University Rector for approval of their funding,
 - 4) To manage the information and education campaign on Participatory Budgeting.
6. The Committee will pass its decisions by an ordinary majority of votes of those present at a session, save that more than half of those eligible to vote have to be present at a session to approve the final list of draft projects.
7. If any uncertainty emerges during the Committee's proceedings that can only be clarified with professional knowledge, particularly in the field of finance, investments or the law, the Committee (or the Deputy Rector monitoring the Committee's proceedings) will invite experts in the respective fields for a Committee session.
8. The Committee will recommend the final list of projects and the funding of the selected projects to the Rector.

9. **Based on the list of projects approved by the Committee and the Deputy Rector in charge, the Rector will give their approval for the execution of specific projects.**
10. The projects with the Rector's approval will be executed by competent units of organization, reporting to the Chancellor.

Chapter II

Submission of draft projects

§ 4

1. A draft project to be pursued under the Participatory Budget procedure can be submitted by any of the Participants mentioned under § 2(2).
2. One Participant may only submit **1 project**.
3. The Applicant will append the following to the submission form as per **Appendix 1** to these Regulations:
 - 1) A list of supporters, signed by at least 10 Participants, where the authors of the respective draft project are not included in the overall number of Participants supporting the project. A form of the list is enclosed hereto as Appendix 2. A support list should be attached as a scanned copy to the draft project.
 - 2) The author's consent to the use of their work for the purposes of the Participatory Budgeting procedure, including consent to gratuitous publication, including the author's full name, phone number or e-mail and signature, if the project involves the use of a work specified by the project author.
4. Every draft project has to be presented on a separate form and accompanied with a separate list of supporters.
5. Each **Participant can support any number of draft projects**.
6. The Rector of WUM communicates the time for submission of draft projects for Participatory Budgeting at least **14 days** before that time period starts. This notice will be communicated to the public via e-mail in the wum domain.
7. The time for submission of draft projects for Participatory Budgeting cannot be less than 14 days.
8. Draft projects for Participatory Budgeting are submitted with an online form as per **Appendix 1**, available at budzetarycypacyjny.wum.edu.pl.
9. The following example types of projects can be submitted for Participatory Budgeting:
 - 1) Useful for the broadly defined academic and non-academic circles,
 - 2) Aimed at improving quality, work and study comfort by providing adequate equipment, or symbolic overhauls,
 - 3) Contributing to strengthening the University's infrastructure (small investments/overhauls and purchases),
 - 4) Concerning culture, education, sports, development, arts, etc.
10. A project submission should include as a minimum:
 - 1) Project title, identifying the project;
 - 2) Project location;
 - 3) Project description;
 - 4) Reasons for pursuing the project;
 - 5) Indication of the project character (cultural, educational, concerning sports, development, arts, etc.)
 - 6) Indication of potential beneficiaries of the project;

- 7) Estimated cost of project execution;
- 8) Details of the project authors, i.e. full name and unit of WUM organization, phone number or e-mail;

Chapter III

Formal and professional review of the draft projects, appeals procedure

§ 5

1. The Participatory Budget Committee keeps a record of draft projects submitted for Participatory Budgeting.
2. The Participatory Budget Committee carries out formal verification, specifically in terms of:
 - 1) The project being capable of execution within one year,
 - 2) Technical feasibility,
 - 3) Completeness of the draft project,
 - 4) Authority of the submitter and adequacy of the support lists,
 - 5) Possibility of making a purchase, investment or overhaul within the amount envisaged by the Applicant.
3. The draft projects conforming to the formal requirements are promptly handed over to competent units of the WUM organization for professional review, in which the draft project is evaluated in terms of its compliance with the Regulations.
4. If any mistakes, gaps or necessary modifications are found in a draft project during its professional review, the Applicant is informed via e-mail of the need to make corrections. The Applicant has to correct the draft project within 7 days after the date of notice by e-mailing the corrected submission. One submission can only be corrected once.
5. If it is discovered during the professional review process that more than one proposal has been presented for the same initiative, the Committee members will invite the authors of the particular projects for negotiations to merge the projects or proceed with them as separate competitive projects.
6. Projects cannot be submitted for Participatory Budgeting if:
 - 1) When completed, they would generate costs that are unreasonably high considering the value of the draft project,
 - 2) They are inconsistent with the existing plans or programs, specifically with zoning plans, discipline-specific programs, the draft budget for the year and its amendments, etc.,
 - 3) They would violate the applicable law,
 - 4) They would involve execution of a part of a project only, such as exclusively a project design or plan, or they would only specify the resources for execution without securing the resources for the design.
7. A proposed draft project should specifically:
 - 1) Be feasible within one year,
 - 2) Not exceed the specified total budget for the year,
 - 3) Conform to the reasonable spending criteria.
8. A proposal for a Participatory Budgeting project cannot: specify the project contractor, identify the project execution methodology, e.g. by specifying products from a particular vendor or services from a particular provider; the projects will be pursued in accordance with the Public

Finance Act and in particular with the Public Procurement Law and other applicable legislation; therefore, no proprietary trade names or trade marks can be used without a valid title.

9. The Participatory Budget Committee announces the preliminary outcomes of its formal and professional review at budzetpartycypacyjny.wum.edu.pl. The communication on the review results will include at least: a list of submissions, identification as “approved” or “rejected”. Rejection of projects need not be justified on such list.
10. Within 7 days after the preliminary review results are published, the Applicant may file an appeal against the decision to the Rector, particularly regarding a project not being included in a voting list.
11. An appeal is filed via e-mail.
12. Appeals will be considered by the Participatory Budget Committee within 14 calendar days after the date of receipt. Any decisions passed upon reviewing an appeal are final.
13. Notices of decisions taken on specific appeals will be e-mailed to the parties involved.
14. The draft projects that receive a positive opinion will be included in the list of projects presented to the Participants for voting. Such notice will be published at budzetpartycypacyjny.wum.edu.pl. Every list item will specify at least the title of the project, its description and expected cost of execution.

Chapter IV

Voting and choosing the projects to be pursued

§ 6

1. The draft project to be executed in the Participatory Budgeting procedure is chosen by the Participants through an electronic vote.
2. Voting shall be via an online form entitled “Voting Sheet” at budzetpartycypacyjny.wum.edu.pl. The date of the vote will be communicated to the public at the same website, in a separate announcement.
3. To cast a valid vote, the voter needs to fill in the voting sheet and save it in the application.
4. Each **Participant can vote for not more than 3 draft projects** included in the voting sheet.
5. Voting sheets will be verified by the Committee in terms of compliance with the formal requirements.
6. Voting sheets that are filled incorrectly will be considered invalid.
7. If one person fills in more than one voting sheet, all the voting sheets filled by that person will be rendered invalid.
8. After the end of the vote, the Committee will calculate the results. The results are determined by summing up all the valid votes for each proposed project presented for the vote.
9. Minutes of the Committee’s proceedings will be produced.
10. The results of the vote are published on budzetpartycypacyjny.wum.edu.pl.
11. The draft projects with the highest number of votes, up to the point where the planned amount of Participatory Budget funding is exhausted, will be included in the basic list and presented for the draft budget for the subsequent budget year by the Rector of WUM.
12. If the vote results in two or more conflicting or mutually exclusive draft projects, the draft project with the higher number of votes will be pursued.

13. The person submitting or supporting a submission shall give their consent to the processing and use of their personal data to the extent necessary for the handling of the application, in accordance with the Personal Data Protection Act (Journal of Laws of 2016, item 922, as amended).

Chapter V
Participatory Budget time schedule
§ 7

1. The time schedule of the Participatory Budgeting procedure will be communicated to the public on budzetpartycypacyjny.edu.pl as a separate announcement, covering the deadlines for:
 - 1) Submission of applications,
 - 2) Review of the submissions,
 - 3) Publication of a list of projects eligible for voting and of the voting dates,
 - 4) Presentation of the draft projects listed as approved for voting,
 - 5) Voting,
 - 6) Announcement of results.

§ 8

1. These Regulations shall take effect as at the date of signing.

Appendices:

- 1) Appendix 1 – Voting Form
- 2) Appendix 2 – Support List
- 3) Appendix 3 – Voting Sheet

Appendix 1

To the Regulations for the WUM Participatory Budget

APPLICATION FORM

DECLARATION

YES/NO

The controller of the personal data gathered and processed for the purposes of this Participatory Budgeting procedure is Warszawski Uniwersytet Medyczny / the WUM Warsaw Medical University, with its registered seat at ul. Żwirki i Wigury 61 (post code: 02-091 Warszawa), statistical number REGON: 000288917, tax ID: 525-00-05-828. Your personal data will be processed on the basis of your consent declared together with the decision to participate in the procedure, upon prior acceptance of the Regulations for the Participatory Budget. Details of personal data processing by the personal data controller, with special consideration of the rights of data subjects with regard to the processing of personal data, can be found on the WUM Medical University's website under RODO (GDPR) tab. If you need communication regarding personal data processing, contact the WUM data protection officer via the Web page – iod@wum.edu.pl

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date and signature of the Applicant

SUBMITTER'S DETAILS

Publicly accessible for the purpose of promoting the draft project, sharing opinions and arrangements, if any

1. Full name of Applicant

2. WUM organizational unit

3. Phone no.

4. E-mail

DRAFT FOR BUDGETING

5. Draft project title

(synthetic, brief identification of the project)

DRAFT PROJECT EXECUTION LOCATION

6. Exact address (street or street area, building identification such as ZIAM, CBI, CSR, room/apartment number)

7. Google Maps pin (for a draft overhaul or investment project)

8. Additional description of the area for identification purposes

DESCRIPTION OF THE DRAFT PROJECT

9. Please specify the main measures involved in execution, describe the exact objectives to be accomplished through the draft project - not more than 1500 characters

BRIEF DESCRIPTION OF THE DRAFT PROJECT

10. Please present the key draft project information. **Note: the brief description will be published in the course of promotion and during the voting phase - max. 300 characters**

11. Please specify the project character (cultural, educational, concerning sports, development, arts, etc.)

ESTIMATED COSTS OF THE DRAFT PROJECT

12. Please consider all the project components and their estimated costs. The total amount cannot exceed the funding dedicated to the execution of projects.

Excel table

Item	Draft project components	Estimated cost (PLN)
1		
2		
3		
4		
5		
6		
7		
	Total	0

DRAFT PROJECT BENEFICIARIES

13. Please specify which groups of Participants will benefit from the draft project execution and how its completion will affect their functioning.

REASONS

14. Please specify the objective of project execution and why it should be pursued.

15. What solutions are proposed in the draft?

OTHER REMARKS

16. Please provide any other information not specified above but relevant to the draft project, e.g. the persons responsible for collaboration in the course of project execution

17. Additional attachments (limited to 10 MB)
(Non-anonymous question)

18. DECLARATION

I the undersigned hereby declare that I am the lawful holder of copyrights to the respective work/draft and I hereby give my consent to the gratuitous use of the work/draft by the Warsaw Medical University with its seat in Warsaw, Poland, street address: ul. Banacha 1, for the purposes of Participatory Budgeting, specifically a consent to publication.

PROJECT SUPPORT LIST

(insert project title)

Item	Surname	First name	WUM organizational unit
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

VOTING SHEET

Full name of voter

WUM organizational unit

Project no. (you can vote for a maximum of 3 projects)

Contact e-mail

Declaration
I hereby give my consent to the processing and use of my personal data to the extent necessary for the handling of the application, in accordance with the Personal Data Protection Act (Journal of Laws of 2016, item 922, as amended)

Voter's signature