



## STUDY VISIT – POLAND PROGRAMME

**Monday, 14 May 2012**

**National School of Public Administration**  
56 Wawelska Street

09.30 – 12.00	<ul style="list-style-type: none"><li>• Welcome by <i>prof. Jacek Czaputowicz, Director of the National School of Public Administration;</i></li></ul>
	<ul style="list-style-type: none"><li>• Public Image of Government Administration in Poland – key problems and communication responses – <i>dr Robert Sobiech, Institute of Applied Social Sciences, University of Warsaw;</i></li></ul>
12.00 - 13.00	Lunch
13.00 – 15.00	<ul style="list-style-type: none"><li>• Model methods of human relations management – <i>Ms Małgorzata Skawińska, trainer</i></li><li>• KSAP's role in the Civil Service System in Poland – <i>dr Marcin Sakowicz, Head of the Centre for Continuing Education, National School of Public Administration;</i></li><li>• System of Training for the Polish Civil Service – <i>Krzysztof Denko, Chancellery of the Prime Minister</i></li></ul>





**Tuesday, 15 May 2012**

**Chancellery of the Prime Minister  
Civil Service Department  
Al. Ujazdowskie 1/3**

9:30 – 11:00	<ul style="list-style-type: none"><li>• Welcome by <i>Mr Lech Marcinkowski, Director General, Chancellery of the Prime Minister and Mr Dagmir Długosz, Deputy Head of the Civil Service, Director of the Civil Service Department</i></li><li>• Current challenges for the civil service</li><li>• The Role of the civil service in the constitutional system in Poland since 1989 and introduction to the system of Polish Civil Service – <i>Mr Dagmir Długosz, Deputy Head of the Civil Service, Director of the Civil Service Department, Ms Katarzyna Dudzik, Unit of International cooperation</i></li></ul>
11:00 – 11:15	coffee break
11:15 – 12:00	<ul style="list-style-type: none"><li>• Ethics in the Civil Service – <i>Mr Wojciech Zieliński, Deputy Director of the Civil Service Department</i></li></ul>
12:00 – 13:00	<ul style="list-style-type: none"><li>• Recruitment in the Civil Service – <i>Mr Michał Masłowski, chief specialist at the unit for recruitment in the civil service and top executives</i></li></ul>
13:00 – 14:00	Lunch
14:00 – 15:45	<ul style="list-style-type: none"><li>• Classification of jobs and job descriptions - <i>Mr Wojciech Zieliński, Deputy Director of the Civil Service Department</i></li><li>• Remuneration in civil service - <i>Mr Wojciech Zieliński, Deputy Director of the Civil Service Department</i></li><li>• IT system for gathering data in civil service – <i>Mr Marcin Dąbrowski, main specialist in Civil Service Department</i></li></ul>





**Wednesday, 16 May 2012**

**The role of HR in central agencies and ministries in Poland**

09.00	Check out from the hotel
09.00 – 10.30	<b>Ministry of Science and Higher Education</b> ul. Hoża 20, room 140 (1 <sup>st</sup> floor)  Welcome by Mr Marek Kuciński, Director General Topics: <ul style="list-style-type: none"><li>• Human Resource Management Tools in Polish Government Administration</li><li>• Recruitment to the Civil Service</li><li>• Individual Professional Development Plans</li></ul>
11.00 – 12.30	<b>Office of Electronic Communications</b> 18/20 Kasprzaka Street  Topics: <ul style="list-style-type: none"><li>• Individual Professional Development Plans</li><li>• Performance appraisal</li></ul>
12.30 – 13.30	Lunch
13.30 – 14.30	<b>Office of Electronic Communications - continued</b>
15.00	Departure for Toruń





**Thursday, 17 May 2012**

**Experience of HR policy in regional bodies**

09.30 – 11.00	<b>Marshal's Office</b> Plac Teatralny 2, 87-100 Toruń  <ul style="list-style-type: none"><li>Human Resource Management in Kujawsko-Pomorskie Marshal's Office " – <i>Mr Ryszard Żuchowski, Deputy Director, Organisation Department</i></li></ul>
11.00	Departure for Bydgoszcz
12.00 – 13.30	Lunch
13.30 – 15.30	<b>Kujawsko-Pomorskie Province Office</b> ul. Jagiellońska 3, 85-950 Bydgoszcz The role of HR Department in Regional Central Administration Units
15.30	Departure for Warsaw





**Friday, 18 May 2012**

09.00 – 11.00	<b>Ministry of Regional Development</b> 2/4 Wspólna street <ul style="list-style-type: none"><li>• Profile competency system in HR</li></ul>
11.30 – 12.30	<b>Mazowieckie Province Office</b> plac Bankowy 3/5 00-950 Warsaw <ul style="list-style-type: none"><li>• Management by objectives. Experience of Mazowieckie Province Office in Warsaw.</li></ul>
12.30 – 13.30	Lunch
13.30 – 15.00	<b>National School of Public Administration,</b> 56 Wawelska street <ul style="list-style-type: none"><li>• Review of the visit</li></ul>

