Annex 1 to Order No 10

of the Director of the Jan Karski Institute of War Losses

dated 28 November 2022

Regulations concerning the Director of the Jan Karski Institute of War Losses granting honourary patronage and participation in the honourary committee

I. General provisions.

(1) The Director of the Jan Karski Institute of War Losses ("**Director**") may grant honourary patronage and participation in the honourary committee.

(2) The Director granting honourary patronage or participation in the honourary committee is a distinction emphasising the special nature of undertakings directly related to the scope of activity of the Jan Karski Institute of War Losses ("**Institute**").

(3) Honourary patronage or participation in the honourary committee is granted primarily to initiatives of international, national, or regional scope and significance, the thematic scope of which relates to Institute.

(4) The Director may refuse to extend honourary patronage or participation in the honourary committee to an event without stating the reason.

(5) In the case of events that occur regularly, the Director grants honourary patronage or participation in the honourary committee each time for one edition.

(6) Accepting honourary patronage or participation in the honourary committee does not imply a declaration of financial support, organisational support, or personal participation of the Director or the Director's representative in a given event.

(7) The Director does not grant honourary patronage and does not permit participation in the honourary committee for undertakings of a commercial, lobbying, or advertising nature.

(8) The Director's decision to grant honourary patronage or participation in the honourary committee is discretionary, does not require justification, is final, and cannot be appealed.

(9) The Director granting honourary patronage or participation in the honourary committee does not entitle the organisers of an event to preferential treatment or to demand preferential treatment in their relations with the Institute, particularly in matters of public procurement. Failing to comply with the above restrictions will result in the withdrawal of honourary patronage or participation in the honourary committee due to the organiser's fault.

II. Procedure for applying to the Director to be granted honourary patronage or participation in the honourary committee.

(1) An organiser applying to the Director to be granted honourary patronage or participation in the honourary committee should submit a written application. The application is attached as Appendix 1 to these rules and can be downloaded from the website: www.instytutstratwojennych.strona/124-patronat-honorowy

The rules and regulations together with the application are also available at the Institute's headquarters at ul. Rejtana 17, 02-516 Warszawa.

(2) It is the applicant's responsibility to read the regulations before applying.

(3) The Institute's department responsible for processing applications is the Communications, Education, and Publishing Department.

(4) The completed application should be sent by one of the following means at least two months before the planned date of the event:

(a) by e-mail to: **kancelaria@instytutstratwojennych.pl**

(b) by post to:

Instytut Strat Wojennych im. Jana Karskiego, ul. Rejtana 17, 02-516 Warszawa.

(c) by submitting the application in person at:

Instytut Strat Wojennych im. Jana Karskiego, ul. Rejtana 17, 02-516 Warszawa.

(5) The date of receipt of an application is the date on which the Institute receives it in the manner specified in item four above.

(6) An application submitted later than the deadline stated in item four above may not be considered.

(7) The application should be accompanied by a detailed description of the project, the programme, the planned topics of the speeches, the speakers, and information on the planned patronage of other institutions (with Annex 1).

(8) If there is insufficient knowledge of the planned event, the Institute reserves the right to ask the applicant for additional information or clarification.

(9) The Director will inform the organiser of the decision in writing or by email.

(10) The organiser can only use information about any award after receiving acceptance from the Institute.

(11) If an organiser is seeking honourary patronage or participation in the honourary committee, the organiser is obliged to include information about the award and the Institute's logo in the information and promotional materials related to the event. This will be sent electronically to the e-mail address indicated by the organiser in their application.

(12) In special cases, the Director may overrule a decision for a granted award. If this occurs, the organiser will be immediately informed in writing. Withdrawal of honourary patronage or participation in the honourary committee imposes an obligation upon the organiser to remove information about the granted award, including a prohibition from using the Institute's logo.

(13) In fulfilment of the information obligation under Article 13(1) and (2) of RODO, i.e. the Regulation of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), the Institute has published an information clause on the processing of personal data which you can find as Annex No. 2 to these Regulations.

(14) If the personal data of persons other than the signatory is provided in the application (e.g. contact persons, speakers), it is necessary to: send the RODO Information Clause (Annex No. 2 to these Regulations) to these persons and attach the signed RODO Declaration (Annex No. 3 to these Regulations) to the application. The completed application which the organiser must legibly sign, and the RODO Declaration (if applicable) should be sent by post or submitted to the Institute at ul. Rejtana 17, 02-516 Warszawa.