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**Summary of Professional Accomplishments and Scientific Achievements
For The Purpose of the Habilitation Procedure**

I. Name and Surname:

Jarosław Tomasz Czerw

**II. Awarded Diploma, Academic Degrees - the name, place and year of award
as well as the title of the doctoral dissertation:**

I obtained a master's degree in law in 1998 at the Faculty of Law and Administration, Maria Curie-Skłodowska University in Lublin on the basis of the MA exam and master's thesis entitled: The institution of the president in the Second Polish Republic. The promoter of my master's thesis was professor Wiesław Skrzydło.

A PhD in legal sciences was obtained by me under a resolution of the Council of the Faculty of Law and Administration, Maria Curie-Skłodowska University in Lublin on 29 June 2004, based on a defended PhD thesis entitled **Legislative activity of the commune council**. The promoter of my doctoral dissertation was professor Wiesław Skrzydło, and the reviewers were: professor Andrzej Bałaban and professor Mirosław Granat.

III. Information on previous employment in scientific units

From 2007 to the present I have been employed at the University of Economics and Innovation in Lublin. Initially as a lecturer at the Faculty of Administration, and then until now – as an assistant professor at the Faculty of Administration and Social Sciences (the

earlier name of the faculty: The faculty of Administration and Economics). As a part of the job, I conduct researching and teaching activities (lectures, exercises, diploma and master seminars) in particular in the field of administrative law.

As part of my work at the University of Economics and Innovation in Lublin, on 1 October 2017 I was appointed as the head of the Department of Administration at the Faculty of Administration and Social Sciences and as the Head of the Law and Administrative Procedure Laboratory at the Faculty of Administration and Social Sciences. In 2016 - 2017 I was the Head of the Department of Administration and at the same time the Head of the Law and Administrative Proceedings Laboratory at the Faculty of Administration and Economics at the University of Economics and Innovation in Lublin.

From 1 October 2017, I am the Coordinator of Student Apprenticeships at the Faculty of Administration and Social Sciences of the University of Economics and Innovation in Lublin in the field of Administration. In 2015-2017, I was the Supervisor of Student Apprenticeships at the Faculty of Administration and Economics at the University of Economics and Innovation in Lublin in the field of Administration.

At the University of Economics and Innovation in Lublin, I am also a Disciplinary Spokesperson for students - term of office 2015/2016 - 2018/2019, and also a supervisor of the Administrative Law Attorneys' Scientific Circle - a university student organization of the University of Economics and Innovation in Lublin.

In addition to employment in the scientific unit, that is the University of Economics and Innovation in Lublin, from 2015 to the present I have been employed as the secretary of the commune (The Commune Office of Gościeradów). In the years 2008 - 2014 I was the Deputy Starost of Kraśnik (District Office in Kraśnik), while in the years 1999 - 2008 I was employed as the secretary of the town (Kraśnik Town Hall), and in the years 1998 - 1999 - as a clerk in the Office of the Town Council (Kraśnik Town Hall).

From 2002 to the present I am a councilor of the District Council of Kraśnik, currently a vice-chairman of the District Council in Kraśnik. In the District Council of Kraśnik, I also held the following positions: the Chairman of the District Council of Kraśnik, the Chairman of the Budget Committee and the Vice Chairman of the Audit Commission.

IV. The scientific achievement, which is specified in Article 16 (2) of the Act on Academic Degrees and Title and Degrees and Title in the Arts dated 14 March 2003 (consolidated text, Journal of Laws of 2017, item 1789, as amended)

a. Title of the scientific achievement:

The monograph entitled: The legal position of the secretary of a self-government unit in Poland

b. Author, Publication Title, Publisher's Name, Place and Year of Publication:

Jarosław Tomasz Czerw, The legal position of the secretary of a self-government unit in Poland, Lublin 2018, Innovatio Press Scientific Publisher of the University of Economics and Innovation in Lublin, Lublin 2018, pp. 390. ISBN 978-83-66159-01-3.

The publishing reviewers of the monograph were: professor Jerzy Stelmasiak and PhD Piotr Ruczkowski, UJK Professor

c. discussion of the scientific purpose of the above work and achieved results together with a discussion of their possible use

1. Subject Matter and Aim, including Related Justification and Reasons

The subject of the study is to present the legal position of the secretary of a self-government unit in Poland (hereinafter also: the secretary). The secretary (secretary of the commune, city or town secretary, district secretary, province secretary) is a self-government employee. The secretary's position belongs to the group of the highest managerial posts of self-government administration officials. It is an obligatory position, which means that it must be formed in every self-government administration office (a commune office, a town office, a district office, a marshal's office) (hereinafter also: an office), irrespective of the organizational structure in it. In contrast to the village mayor, mayor, city mayor, starost, marshal of the province, their deputies, treasurer of the commune, treasurer of the district and treasurer of the province (these positions together with the secretary's position form a group of the highest managerial positions of self-government administration officials), the secretary is employed under a contract of employment. A candidate for a secretary must meet the high qualification requirements set by the legislator. The legislator does not entrust the secretary

with many duties, but allows him to entrust him with numerous duties by the village mayor, mayor, city president, starost, marshal of the province.

The origin of the position of the secretary in a self-government unit reaches the position of the commune secretary, provided for in the Act on the partial change of the self-government system dated 23 March 1933 (Journal of Laws of 1933, No. 35, Item 294) in turn referring to the secretary's position, defined by the provisions of the Act introducing the communal law for towns: Biała, Bochnia, Brody, Brzeżany, Buczacz, Drohobycz, Gorlice, Gródek near Lwów, Jarosław, Jasło, Jaworów, Kołomyja, Krosno, Nowy Sącz, Podgórze, Przemyśl, Rzeszów, Sambor, Sanok, Sniatyn, Sokal, Stanisławów, Stryj, Tarnopol, Tarnów, Trembowola, Wadowice, Wieliczka, Złoczów, Żółkiew dated 13 March 1889 (J.Piwocki, Collection of administrative laws and regulations, t.I, Lviv 1909, p.406-433). The position of the commune secretary, defined by the provisions of the Act of 23 March 1933 on the partial change of the self-government system, existed until 1950, when the Act of 20 March 1950 on the Local Bodies of Uniform State Authority (Journal of Laws of 1950, No. 14, Item 130) liquidated local self-government in Poland.

The position of the secretary of the self-government unit was restored in Poland with the restoration of territorial self-government in 1990. Initially, the secretary's position existed only in communes (secretary of the commune, secretary of the town), then, after the entry into force of the Act of 5 June 1998 on District Self-Government (Journal of Laws of 1998, No. 91, Item 578) (i.e. 1 January 1999), also in districts (secretary of the district). The position of the secretary in self-government province (province secretary) was introduced only by the provisions of the Act of 21 November 2008 on Self-Government Employees (Journal of Laws of 2008, No. 223, Item 1458) (hereinafter: the Act on Self-Government Employees).

The specific legal position of the secretary of a self-government unit outlined above is a fundamental contribution to the purpose of this monograph, which is to show the legal position of the secretary of a self-government unit in Poland. In addition to the above, the argument for addressing the indicated issues is also the fact that in practice it concerns a large professional group - the number of secretaries of self-government units in Poland is over 2800 people. However, the overwhelming reason that decided to undertake the above-mentioned topic of research is the lack of a thorough and comprehensive administrative-legal analysis, dedicated to the secretary of a self-government unit in Poland. Obviously, the subject matter

has not yet been analyzed on a monographic level, presenting, in a multifaceted scope, the legal position of the secretary of a self-government unit.

2. Research method

The subject of this monograph was presented from the point of view of administrative law, in particular - the law of local self-government, but additionally, in the necessary scope, regulations in the field of labor law and clerical law were included. Therefore, in this monograph, conceptual apparatus and methodology in the field of administrative law, including the law of local self-government, has been used. On the other hand, supplementary and auxiliary - conceptual apparatus in the field of labour law and magisterial law.

The method that was used to achieve the purpose of this monograph was the legal-dogmatic method, based on a holistic and comprehensive assessment of the normative status and its interpretation. In addition, the analysis concerned the case law of the self-government secretary, court decisions, case law of supervisors, resolutions of constituting bodies and resolutions and orders of the executive bodies of self-government units, as well as views and opinions of the doctrine.

In order to present the evolution of the legal position of the secretary, in the considered deliberations a historical analysis was carried out, consisting in examining the content of legal acts that were no longer valid, referring to the secretary and the municipal writer (equivalent to the secretary in some parts of Poland after 1918).

To compare legal solutions regarding the secretary of a self-government unit in Poland with solutions in selected foreign legal orders, alternative models, contrary to the organizational and legal model of the secretary in force in Polish self-government, were presented. The models are valid in the structure of self-government in Hungary and the Ukraine.

In this monograph, the sociological method was also used, which is based on analyzing the way the legal regulations function in real operation. The analysis of the application of legal provisions relating to the secretary of a self-government unit, including in particular the provisions enabling the secretary (respectively by the village mayor, mayor, city mayor, starost, marshal of the province) to assign certain duties. The basis for the above analysis was the questionnaire "The legal position of the secretary of a self-government unit in Poland", May 2018, carried out by the author. The research covered a targeted group of

secretaries of self-government units, in particular secretaries - participants of the Third National Congress of Secretaries, which was held on 14-15 May 2018 in Gdynia. Established on the basis of the conducted research, examples of solutions applied in practice were an illustration of the considerations regarding the secretary of a self-government unit conducted in the monograph. The results of the above-mentioned surveys were also the basis for formulating the proposed changes in the legal position of the secretary.

3. Research hypotheses

In this monograph, I accepted the research hypotheses indicated below, which I verified in the considered considerations.

Although the legislator entrusted the secretary with a limited catalog of duties, but only enabled the village mayor, mayor, city mayor, starost, marshal of the province to entrust them with duties, as a result of an in-depth analysis, the secretary performs a very wide scope in the practice of many offices. In the light of the above, it is legitimate to hypothesize that the secretary's position is a necessary position in the organizational structure of individual offices of self-government administration.

However, the manner of entrusting the secretary with the responsibilities set by the legislator may make their scope in individual offices very diverse, and thus the position of the secretary himself may be very different in these self-government offices as well.

Although, as emphasized by the representatives of the doctrine (among others, Artur Rycak, Agnieszka Rzetecka - Gil, Zygmunt Niewiadomski) and the case law, the secretary is to be the first official in the commune (district, self-government province), but the legal position specified by the legislator does not give sufficient grounds to fulfill this role.

4. The structure of the paper

The purpose of the monograph, adopted research hypotheses and assumed research methods had a direct impact on its structure. This monograph consists of an introduction, eight substantive chapters and a summary. It is complemented by a bibliography containing a list of used literature, sources of law, case law and other sources used, as well as an annex containing a survey form used in research - Jarosław Czerw, Survey "The legal position of the secretary of a self-government unit in Poland", May 2018, and results of conducted surveys.

The first chapter presents the evolution of the secretary's position in the Polish lands and Poland until 1950. Due to the fact that it is impossible to present the evolution of the position of the secretary of a self-government unit in isolation from the evolution of the territorial self-government system, the analysis presents the evolution of this position against the background of self-government evolution. The main part of the considerations of this chapter was devoted to the period from 1918 to 1939, when the legal position of the secretary and municipal writer (being its counterpart on a part of Poland) was mainly determined by the legal regulations of the partitioning powers, and then the Act of 23 March 1933 on the partial change of the self-government system. The deliberations in this chapter closes the year 1950, when the Act of March 20 1950 on local bodies of uniform state authority eliminated local self-government in Poland.

The second chapter presents the legal position of the secretary from restoring the position of the commune secretary in 1990 to 2008. The analysis of this chapter covers the period of validity determining the legal status of the secretary, the Act of 22 March 1990 on Self-Government Employees (Journal of Laws of 1990, No. 21, Item 124), which expired effective on 1 January 2009 in connection with the entry into force of the Act of 21 November 2008 on Self-Government Employees. As in the first chapter, the evolution of the secretary's position was presented against the background of the evolution of the local self-government system. During this period, the secretary's office existed in the commune self-government (secretary of the commune, town secretary) and district self-government (secretary of the district), and the legislator did not create this position in the province self-government.

The third chapter is devoted to determining the secretary's place in the structure of contemporary Polish self-government. This chapter discusses the most important features of the secretary's position, including in particular the obligatory (mandatory) of establishment of this position in all self-government offices (commune offices, town halls, district offices, marshal offices), the status of the secretary as a self-government employee was presented, as well as the secretary's subordination in the organizational structure of the office. In this and subsequent chapters of this monograph, the legal status as of 19 May 2018 has been taken into account.

The fourth chapter focuses on issues related to the secretary's work relationship. This chapter discusses the qualification requirements for the secretary's position and issues related to the establishment and termination of his employment relationship. There are also discussed the current ways of filling the secretary's position: recruitment, internal promotion and transfer to work from another unit.

The fifth chapter presents the duties and powers of the secretary as a self-government employee. The responsibilities and rights of the secretary were laid down in the provisions of the Act of 21 November 2008 on Self-Government Employees, and to the extent unregulated in it - also in the provisions of the Labour Code dated 26 June 1974 (consolidated text, Journal of Laws of 2018, Item 917). The duties of the secretary as a self-government employee may also result from other legal acts, in particular from EU law acts. The described duties and entitlements apply to all local government employees.

Based on the division of duties of the public administration employee proposed by Elzbieta Ura, the responsibilities of the individual secretary were analyzed in the sixth chapter. These are duties related to working as a secretary. This chapter discusses the very few duties of the secretary arising from statutory provisions (doing the duties of labor law activities against the village mayor, mayor, city mayor, starost and marshal of the province; hearing the oath of a self- government official employed in an official position including a managerial post; taking part in the work of the district board and the possibility of participating in the sessions of the district council and its committees with an advisory vote, drawing allographical wills). In addition to the duties described above, this chapter also discusses the responsibilities entrusted to the secretary by the village mayor, mayor, city mayor, starost and marshal of the province, as well as results of the secretary's work at additional posts and additional functions at the office.

The seventh chapter presents restrictions on the secretary, including restrictions on his political activity, restrictions on additional activities, restrictions on the acceptance of property benefits and restrictions on doing business. Also described in it, established in order to verify the compliance of the secretary concerning restrictions, the obligation to submit declarations of financial status and the obligation to report information to the Benefit Register.

The eighth chapter presents alternative models of the secretary's position, valid in the structure of self-government in Hungary and the Ukraine. These models are models contrary to the organizational and legal model of secretary in force in Polish self-government: the notary (jegyző) (A Hungarian notary public should not be confused with a notary appearing in the Polish legal system, whose legal status is determined by the Act on Notaries Public dated 14 February 1991, Journal of Laws of 2017, Item 2291, as amended) - equivalent of the secretary in Hungarian self-government has a very strong statutory position, its opposite is the

case manager sprawami (керуючий справами виконавчого комітету (апарату) місцевої ради) - the equivalent of the secretary in the Ukrainian self-government.

In the summary of this monograph, in particular, there are proposals to change the legal position of the secretary, the aim of which is to strengthen the position of the secretary so that one becomes the first official of the commune, district, self-government province, which was the intention of the legislator.

5. Conclusions (Research results)

The analysis of the legal position of the secretary of a self-government unit in Poland carried out in this monograph allows for the following conclusions:

Firstly, although the legislator entrusted the secretary with a very limited catalog of duties, while allowing the duties of the village mayor, mayor, city mayor, starost or marshal of the province to be entrusted to him, the secretary performs a very wide scope in the practice of the offices. These duties are not limited to employee matters (although the duties related to employees' matters certainly belong to the main duties of secretaries), and concern a number of matters related to the functioning of individual offices. It should be noted that these duties are entrusted to secretaries in the majority of offices - according to the conducted research (Jarosław Czerw, Survey "The legal position of the secretary of a self-government unit in Poland", May 2018) from among the secretaries participating in the study 71.57% secretaries replace the head of the office in case of the absence and simultaneous temporal absence (or permanent absence) of his deputy (deputies), 65.69% of secretaries perform actions in the field of labour law in relation to employees of the office, 85.29% of secretaries issue administrative decisions in cases concerning public administration, and 96.08% secretaries issue orders and certificates. All this, as well as the importance of the duties entrusted to the secretaries (replacing the office manager, performing labour law activities in relation to office employees, issuing administrative decisions in public administration matters, issuing decisions and certificates), leads to the conclusion that the secretary's position is a necessary position in the organizational structure of individual offices of self-government administration.

Secondly, the manner of entrusting the secretary with the duties specified by the legislator means that their scope in individual offices may be very diverse, and thus the position of the secretary in itself may be very different in these offices. The binding legal

regulations on the one hand give the possibility to entrust a secretary with a very wide range of matters by the village mayor, mayor, city mayor, starost or marshal of the province. On the other hand, they cause that in the absence of such entrusting, the secretary may only perform duties resulting from statutory provisions. Thus, the village mayor, mayor, city mayor, starost or marshal of the province may freely shape the scope of the secretary's duties, thus determining the position in the office.

Thirdly, the village mayor, mayor, city mayor, starost or marshal of the province has a decisive influence on filling the secretary's position, because the legislator does not oblige him to use recruitment for this purpose. Recruitment is not the only or primary way to fill the secretary's position. In connection with this, the village mayor, mayor, city mayor, starost or marshal of the province can fill the secretary's position by internal promotion and as a result of transferring an employee to work from another unit. However, even if the recruitment is used, the village mayor, mayor, city mayor, starost or marshal of the province indicates the candidate for employment, from among candidates meeting the requirements indicated by the commission for the recruitment (which does not have to be the candidate meeting the highest degree provided for in the recruitment notice).

Fourthly, the legal position of the secretary specified by the legislator does not give sufficient grounds to fulfill the role of the first official of a commune, district and self-government province.

Considering the above, it should be stated that the provisions specifying the legal position of the secretary need further changes. Requests for changes in selected areas have been reported in individual parts of this monograph. The proposed changes have an ordering character, because they consist in eliminating loopholes in the regulations in force or introducing optimal solutions from the point of view of the secretary's functioning. The most important changes proposed in this area are primarily:

- unification of the scope of secretaries' duties related to the bodies of self-government units - similar to the district secretary, the commune secretary should perform advisory functions in relation to the commune council and its committees, while the province secretary - in relation to the province board and province parliament and its committees.
- allowing the district secretary (province secretary) to entrust with the district issues (self-government province), as in the case of the commune secretary in accordance with the art. 33(4) of the Act on Communal Self-Government (Journal of Laws of 2018, No. 994, as amended); such entrusting should be made by the starost (marshal of

the province) within the scope determined by the district management (province board) as the executive body of the district (province self-government).

- depriving the secretary of the right to perform activities in the field of labour law towards the village mayor, mayor, city mayor, starost or marshal of the province and entrusting the performance of all these activities to the commune council, district council or the province council, or to the extent determined by these organs by their chairman, as it was in accordance with the Act on Self-Government Employees dated 22 March 1990 (Journal of Laws of 1990, No. 21, Item 124) in Art. 4 (1) (as noted in the considerations of this monograph, performing these activities by the secretary, who is an employee subordinate to the head of the office, causes that the secretary in performing these activities in practice performs the will of the office manager).

The changes proposed in the individual parts of this monograph should not raise any doubts and may be successively introduced into the Act on Self-Government Employees and self-government systemic acts as part of subsequent amendments.

In addition to the above changes, it is necessary to introduce basic changes to the Act on Self-Government Employees and self-government systemic acts of fundamental changes. Their goal is to strengthen the weak, fully dependent on the will of the village mayor, mayor, city mayor, starost or marshal of the province, the secretary's position. These changes will make the secretary the actual first official of the commune, district, and self-government province, which was the intention of the legislator.

These changes should refer to some of the solutions adopted in the commune secretary model, provided for in the provisions of the Act of 23 March 1933 on the partial change of the self-government system as well as in the notary model - equivalent to the secretary in the Hungarian self-government.

The representatives of the doctrine, in particular Czesław Martysz, Helena Szewczyk and Wiesław Borczyk, also pay attention to the need to strengthen the secretary's position. Also Stefan Płazek notices the necessity to change the legal position of the secretary.

In order to strengthen the secretary's position, it is necessary for the legislator to make changes in the manner of filling the secretary's position, changes in the secretary's employment relationship and entrusting the secretary with the basic scope of duties.

Filling the post of a secretary office is currently carried out as a result of recruitment, through internal promotion and as a result of transfer to work from another unit. In order to strengthen the secretary's position, the legislator should indicate recruitment as the only way to fill this position, as is the case with the Hungarian notary public. This will ensure that the positions of secretaries are taken up by candidates who meet the requirements specified for these positions to the greatest extent. In order to ensure the correctness and transparency of the commission's work, the recruitment committee should be composed of the chairman of the audit committee of the commune council, district council or parliament of the province. Candidates for employment as secretary should be selected by the recruitment committee, while the head of the office should be required to employ such a candidate, similarly to the case of the candidate for the head of school (see Article 63 (10) of the Act of 14 December 2016. Education Law - Journal of Laws of 2017, item 59, as amended).

The secretaries themselves also indicate the recruitment as the most appropriate way to fill the secretary's position. As it results from the conducted research (Jarosław Czerw, Survey "The legal position of the secretary of a self-government unit in Poland", May 2018) from among the secretaries participating in the study 56.86% indicates this way of filling the secretary's position as the most suitable (however, as many as 55.88% of secretaries also indicate internal promotion).

Although the legislator provides high qualifications for the post of secretary, it seems right that the essential degree of education necessary for the post of secretary should be specified, as is the case with the Hungarian notary public. It should be a legal or administrative education as the most useful in this job. The compulsory condition for applying for the post of secretary should be passing the practical examination, following the example of a practical examination for candidates for municipal secretaries provided for in the Regulation of the Minister of the Interior of 27 February 1934 on the qualification of communal secretaries (Journal of Laws of 1934, No. 18, Item 144, as amended).

The secretary is employed under a contract of employment. This way of establishing an employment relationship seems to be the most suitable for the secretary's position. The contract of employment is also indicated by the secretaries themselves as the most suitable way to establish a work relationship with the secretary. As results from the conducted research (Jarosław Czerw, the survey "The legal position of the secretary of a self-government unit in Poland", May 2018) out of the participating secretaries 92.16% indicates this way as the most appropriate way to establish an employment relationship with the secretary.

In order to stabilize the position of the secretary, the legislator should make the possibility of terminating the contract of employment with them (except for the termination of the contract of employment by mutual consent and termination of the contract of employment by the secretary) prior to obtaining the consent of the competent commune council, district council or parliament of the province, as it is currently the case when the council's employment relationship is terminated. At the same time, the commune council, city or town council, district council, parliament of the province should be obliged by the legislator not to agree to dissolve with the secretary of the contract of employment, if the basis for the termination would be events not related to the secretary's work (this would not apply if the obligation to terminate the contract of employment would result from applicable legal provisions).

In order to stabilize the position of the secretary, the legislator should additionally exclude the possibility of concluding a fixed-term contract with the secretary. The secretary, like the Hungarian notary public, should be employed for an indefinite period.

As results from the analysis, the legislator entrusted the secretary with a very limited catalog of duties, at the same time allowing him to be entrusted with duties by the village mayor, mayor, city mayor, starost or marshal of the province. The solution adopted by the legislator makes the determination of the secretary's duties to the sole will of the the village mayor, mayor, city mayor, starost or marshal of the province. It also causes that their scope in individual offices can be very diverse. In order to strengthen the secretary's position, it is necessary for the legislator to determine the basic scope of his duties, as is the case with the Hungarian notary public. The need to regulate the basic duties of the secretary in the statutory provisions is also indicated by Elżbieta Ura. The scope of duties of the secretary specified by the legislator would be broadened if necessary by entrusting him with additional duties by the village mayor, mayor, city mayor, starost or marshal of the province. The legislator should authorize the secretary to:

- 1) replacing the head of the office in case of their absence and at the same temporal absence (or lack of) of his deputy (deputies),
- 2) performing tasks in the field of labour law in relation to employees of the office,
- 3) issuing administrative decisions in matters related to public administration in place of (in the case of an absence of) the village mayor, mayor, city mayor, starost or marshal of the province,
- 4) issuing decisions and certificates in place of (in the case of an absence of) the village mayor, mayor, city mayor, starost or marshal of the province.

The need for the legislator to entrust the secretaries to perform the above-mentioned duties is also indicated by the secretaries themselves. As results from the conducted research (Jarosław Czerw, the survey "The legal position of the secretary of a self-government unit in Poland", May 2018) from among the secretaries participating in the study: 82.35% of the secretaries think that the secretary should replace the manager on the basis of statutory provisions in the case of their absence and the simultaneous temporal absence (or lack) of his deputy (deputies), 73.53% of the secretaries believe that the secretary should, under statutory provisions, perform duties in the field of labor law in relation to employees of the office, 75.49% of the secretaries state that the secretary should issue administrative decisions in matters of public administration on the basis of statutory provisions in place of the village mayor, mayor, city mayor, starost or marshal of the province, 74.51% of the secretaries believe that the secretary should issue provisions and certificates in accordance with statutory provisions in place of the village mayor, mayor, city mayor, starost or marshal of the province.

The most far-reaching duties, which should be entrusted to the secretary by the legislator, are activities in the field of labour law in relation to employees of the office. Entrusting the secretary with this obligation and simultaneously depriving the village mayor, mayor, city mayor, starost or marshal of the province of the right to perform the tasks in the field of labour law in relation to employees of the office would make the secretary the actual office manager. In the case of the legislator's will that the secretary is entrusted with this obligation, it would be more appropriate to entrust them with the function of the head of the office, as in the case of the Hungarian notary. Such a solution would avoid potential conflicts between the secretary, who performs tasks in the field of labour law in relation to the employees of the office and the head of the office without such competence. Entrusting the secretary with the function of the head of the office in addition to undoubtedly strengthening the secretary's position would also fulfill postulated, among the representatives of doctrine and practice, separating the political functions in self-government (the village mayor, mayor, city mayor, starost or marshal of the province) from administrative functions (an office manager).

A large majority of secretaries indicate the need for the legislator to entrust the secretaries with the function of the head of the office. As it results from the conducted research (Jarosław Czerw, the survey "The legal position of the secretary of a self-government unit in Poland", May 2018), 83.33% of the secretaries participating in the study believe that the secretary should be the head of the office based on statutory provisions.

Strengthening the secretary's position by introducing the postulated changes will make it the actual first official of the commune, district and self-government province, a guarantor of efficient functioning of self-government administration, regardless of changes in the composition of self-government bodies resulting from the elections. The introduction of the proposed changes should be preceded by a broad discussion with the participation of representatives of doctrine and practice, in particular with the participation of the secretaries themselves.

6. The use of monographs

The analysis of the legal position of the secretary of a self-government unit made in this monograph allows to state that the law specifying the legal position of the secretary needs further changes. Requests for changes in selected areas as *de lege ferenda* applications were reported in particular parts of this monograph and in its summary (they are discussed in item 5).

The above postulates can and should be an incentive for the representatives of doctrine and practice to discuss the necessary changes in the legal position of the secretary of a self-government unit. Discussion that will lead to the change of the legal position of the secretary by the legislator.

This monograph contains an analysis of issues and institutions important from the point of view of the functioning of self-government administration. It explains a number of doubts that arise when the applicable law is applied in practice. Therefore, it can also be used by self-government employees, in particular by secretaries, in their daily work.

This monograph can also be used by representatives of doctrine and practice as a source of knowledge about the legal position of the secretary of a self-government unit in Poland.

7. Indication in what area scientific achievement makes a significant contribution to the development of legal sciences in the field of law

The monograph entitled "The legal position of the secretary of a self-government unit

in Poland", Lublin 2018, is the first systematized, comprehensive study in the legal literature regarding the legal position of the secretary of a self-government unit in Poland. As up to now there has not been published a thorough and comprehensive administrative and legal analysis dedicated to the secretary. This subject matter has not been analyzed on a monographic level, presenting the legal position of the secretary of a self-government unit in a multifaceted scope. The only publication on topics similar to this monograph is the guide publication: *Vademecum for the secretary of a self-government unit*, ed. A. Grytner, BECK, Warsaw 2015.

In this monograph, the subject not fully covered in literature has been a significant asset in both the scientific and practical aspects. From this point of view, this issue is a research novelty, enriching the Polish science of administrative law, in particular the law of local self-government. This monograph should contribute to broadening the knowledge about the legal position of the secretary of a self-government unit in Poland, as well as to further research in this area.

V. Discussing the effectiveness of other scientific research achievements

The main area of my scientific and research interests is administrative law, in particular the law of local self-government.

My scientific and research achievements after obtaining the doctoral degree, apart from the abovementioned monograph, include the authorship of two monographs (including one with two editions), co-authorship of two monographs (including one with two editions), co-authorship in a monograph on administrative law edited under the scientific supervision of professor Marian Zdyba and professor Jerzy Stelmasiak (*Administrative Law*, M. Zdyb (ed.), J. Stelmasiak (ed.), M. Augustyniak, L. Bielecki, J. Czerw, P. Ruczkowski, J. Stelmasiak, P. A. Tusiński, P. Woroniecki, M. Zdyb, A. Żywicka, Wolters Kluwer, Warsaw 2016, pp. 744), co-authorship in a monograph in the field of clerical law, edited by dr. Stefan Płażek (*Recruitment and competitions in the public service*, S. Płażek (ed.), L. Bielecki, M. Bugdol, J. Czerw, M. A. Liwo, M. Mączyński, S. Płażek, B. Przywora, Wolters Kluwer Polska SA, Warsaw 2017, pp. 314), scientific co-writing of five collective works and 58 publications in the form of chapters and articles published in renowned legal publications and peer-reviewed scientific journals.

On the substantive side, the main area of my scientific and research interests is administrative law, in particular Polish law of self-government. As part of my scientific and research interests, I distinguish three basic thematic groups:

- 1) System and functioning of self-government units (in particular, the system and functioning of the commune and district), including: system and functioning of commune and district authorities, issues related to the legislative activity of the commune council and district council, issues of supervision over the activities of self-government units, issues concerning the choices of commune and district authorities, issues concerning the competence of commune and district authorities in the field of municipal services management, issues related to selected tasks of the commune and district,
- 2) Social participation in self-government, including the impact of residents on the activities of the commune and district authorities,
- 3) Issues concerning public information, in particular access to public information,

Ad. 1

Research on the system and functioning of self-government units were very important in my scientific and research work after obtaining the degree of PhD at law.

The research area referring to the system of self-government units (in particular, the system of a commune and district) opens a series of publications on the system and functioning of the district authorities. First of all, it is a monograph: System and functioning of district councils and boards. Current status and postulates of changes (in selected areas), Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin, Lublin 2014, pp. 421, in which I carried out a thorough and comprehensive administrative and legal analysis devoted to the system and functioning of district authorities: councils and district administrations. The purpose of this monograph was to analyze the system and functioning of district councils and boards. In the monograph, I presented not only the current state, but also formulated postulates of changes in selected areas concerning these bodies. In addition to ordering changes involving the elimination of loopholes and contradictions in the applicable law, as well as improving the functioning of district authorities, I proposed introducing fundamental changes of which the entry into force may fundamentally change the functioning of districts. Among the fundamental changes regarding district councils and boards proposed by me are: introducing single-mandate constituencies in the district council elections, replacing district management by a single executive branch of

the district - starost, entrusting the head of district council with the elder and strengthening the actual role of the audit commission.

The above monograph is a broad, multi-faceted view of the organs of the district and it combines the findings of doctrine and jurisprudence with experience of practice. An important element of considerations is the study of positive law, including law in districts. The considerations undertaken in this monograph were supported by numerous examples from the practice of functioning of district authorities and from scientific research carried out by me in 2013: Functioning of district councils and boards in selected districts, within which I carried out extensive surveys and analyzed legal acts created in selected districts (including primarily their statutes). The research covered 32 districts (which is more than 10% of the total number of districts existing in Poland), which I selected based on the National Ranking of Districts and Communes run by the Association of Polish Districts (2011 edition) - for the research, in each of the provinces I chose a district from the first and last place of the ranking list. These surveys as well as the above monograph are under the honorary patronage of the Association of Polish Districts. In addition to the abovementioned monograph, a series of publications on the constitution and functioning of district authorities is created by the following publications: The institution of discharge in the district self-government [in:] The 10th anniversary of the functioning of the district self-government (1999 - 2009). Experiences and perspectives, edited by M. Klimek, J. Czerw, Stalowa Wola 2010, Proposals of changes in the district system in the scope pertaining to district management in the light of the presidential draft act on cooperation in self-government for local and regional development and amending certain acts [in:] District self-government in Poland. 15 years of experience (1999-2014), edited by M. Klimek, J. Czerw, Lublin 2015, Referendum on recalling a district council - *de lege lata i de lege ferenda* postulates [in:] Public tasks. Entities - legal conditions - social needs, ed. P. Bieś - Srokosz, Stanisław Podobiński Publishing House of Jan Długosz University in Częstochowa, Częstochowa 2016, District authorities in the practice of the functioning of councils and boards of districts in selected districts [in:] Legal problems of self-government from the perspective of the 25th anniversary of its functioning, ed. B. Jaworska - Dębska, R. Budzisz, C.H. Beck, Warsaw 2016, Theoretical and practical aspects of the functioning of district councils in selected areas, Local Self-Government 2017, No. 7-8.

The research area described above is supplemented by research on the executive body of the commune, included in the following publications: The reform of the executive body of the commune [in:] Reforms of the political system in Poland 1989 - 1998 -?, ed. T. Stanisławski, B. Przywora, Ł. Jurek, KUL Publishing House, Lublin 2014, Qualification

requirements for village mayors - *de lege lata* and *de lege ferenda* [in:] In the service of the common good - people, attitudes and competences in public administration, ed. B. Jaworska - Dębska, A. Dobaczewska, The Lech Kaczyński National School of Public Administration (KSAP), Warsaw 2016, Models of the executive body of the commune and Art. 169 of the Constitution of the Republic of Poland - selected issues [in:] Twenty years of the validity of the Constitution of the Republic of Poland. Polish constitutional thought and international democratic standards, ed. J. Jaskiernia, K. Spryszak, Adam Marszalek Publishing House, Toruń 2017, Executive bodies of the commune and district in Poland and The European Charter of Local Self-Government - selected issues [in:] New challenges and solutions in Polish human rights system, volume IV, edited by J. Jaskiernia, K. Spryszak, Adam Marszalek Publishing House, Toruń 2018 and Referendum regarding the recalling of the village mayor – an instrument for local community supervision over the village mayor, Public Law Review 2015, No. 7-8.

An important thing in my scientific and research work has been the continuation of the research on the legislative activity of the commune council, undertaken by me before obtaining the degree of PhD in law, which I extended to the area of the district council's legislative activity. The results of my research were monographs: The Legislative activity of the commune council with patterns of resolutions of procedures and letters, I edition, Municipium SA, Warsaw 2005, ss.270 (co-author Ireneusz Krześnicki), The Legislative activity of the commune council with patterns of resolutions of procedures and letters, 2nd edition, Municipium SA, Warsaw 2007, ss.283 (co-author Ireneusz Krześnicki) and Procedures for adopting resolutions by the council of the commune and district. A guide for practitioners, Edition I, Municipium SA, Warsaw 2010, ss.201 and Procedures for adopting resolutions by the council of the commune and district. A guide for practitioners, II edition, Municipium SA, Warsaw 2015, pp. 208. In the above monographs, I undertook the issue of a very important aspect of the functioning of communes and districts, which is a legislative activity of their constituting bodies - commune councils and districts councils. These bodies, by adopting resolutions, shape not only the system of individual communes and districts and the rules of functioning of their bodies, but, above all, affect the functioning of individual self-government communities. Therefore, the purpose of the above monographs was to analyze the applicable legal provisions regulating the principles of adopting resolutions by commune councils and district councils, and at the same time to indicate optimal rules from preparing a draft resolution, through its opinion and adoption, to entry into force. In addition to the analysis of the provisions of universally binding law and the jurisprudence and findings

of the doctrine, the above monographs have also been referred to the practice of the functioning of commune councils and district councils by analyzing the resolutions of these bodies. The considerations of monographs have been enriched by examples, drafts of resolutions and letters, which are a model for use by councilors and employees of self-government administration. The above-mentioned research area is complemented by considerations included in the following publications: The procedure for adopting the district budget, Scientific Papers of University of Economics and Innovation in Lublin, Administration series, number 2 (1/2012), Making resolutions by the commune council, Local Self-Government 2015, no. 12, Transparency in the process of establishing the statutes of auxiliary units of the commune [in:] Axiology of administrative law, Volume I, ed. J. Zimmermann, Wolters Kluwer Polska SA, Warsaw 2017, Conducting the session of a commune council by senior councilor and legality of resolutions of the commune council taken during such a session. Glossary approving of the judgment of the Provincial Administrative Court in Krakow of 13 February 2017 (III SA / Kr 1700/16), Case-Law in Self-Government Affairs 2017, No. 3.

Another area of my research, closely related to the research on the legislative activity of the commune council and district council, was the issue of supervision over the activities of self-government units. The result of my research in this area were the following publications: The Provincial governor's supervision over the activities of self-government units on the example of Lublin Province [in:] Commune self-government in the Third Polish Republic. Experiences and perspectives, edited by M. Klimek, J. Czerw, B. Więckiewicz, Lublin 2013, The role of administrative courts in the process of supervision over the activities of territorial self-government units [in:] 10 years of functioning of two-instance administrative courts in Poland - de lege lata and de lege ferenda postulates, edited by J. Czerw, A. Żywicka, Lublin 2014, The supervision over commune self-government [in:] Local self-government (legal issues), Volume II, Tasks and competences of territorial self-government, edited by B. Ćwiertniak, Humanitas Publishing House, Sosnowiec 2015, The supervision over the activities of self-government units in the light of the provisions of the Constitution of the Republic of Poland and local self-government acts [in:] 25 years of political transformation in Poland and Central and Eastern Europe, ed. E. Gdulewicz, W. Orłowski, S. Patyra, UMCS Publishing House, Lublin 2015, Supervisory resolutions of the province governor declaring resolutions and orders of local government bodies invalid - theoretical and practical issues, Public Law Review 2015, nr 11, A complaint to the administrative court as a means of supervising the ordinances of the mayor [in:] Self-government and the right to sue, ed. J.

Sobczak, PRO SCIENTIA IURIDICA Scientific Association, Lublin 2016, p. 29-38, Replacement budget determination as an extraordinary mode of determining the budget of a self-government unit [in:] Current problems of territorial self-government, ed. E. Ura, E. Feret, S. Pieprzny, Sandomierz-Rzeszów 2017, The supervision over the executive body of the commune in Poland and European Charter of Local Self-Government [in:] The protection of human rights in Poland. Axiology - institutions - new challenges - practice, Volume IV, ed. J. Jaskiernia, K. Spryszak, Adam Marszałek Publishing House, Toruń 2017, The influence of provincial governor on acts of local law established by commune councils - selected issues [in:] The sources of law in self-government, ed. B. Dolnicki, Wolters Kluwer Polska SA, Warsaw 2018.

In the area of my research on the system of self-government units, there are also issues concerning the election of decision making bodies and executive bodies of the commune and district. This area has been included in the following publications: Elections of the commune authorities on the basis of the Polish Electoral Code - selected issues [in:] Наукові записки Львівського університету бізнесу та права т. 10, ed. Л. А. Янковська, Lviv 2013, Elections to the district council under the provisions of the Electoral Code, Electoral Studies, vol. XVI, 2013, Elections to commune councils in the Polish Election Code [in:] Legal studies, ed. J. Stelmasiak, L. Bielecki, P. Ruczkowski, Hieronymus, München 2013, The specificity of elections to the district council during the term 2010 - 2014, Scientific Papers of University of Economics and Innovation in Lublin, Administration series, number 3 (1/2013), The selection of the executive body of the commune in the light of selected provisions of the Act on the direct election of the commune mayor, mayor and the city mayor and the Electoral Code [in:] The evolution of representative democracy in the countries of Central and Eastern Europe, ed. M. Paździor, B. Szmulik Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin, Lublin 2013, The selection of executive bodies of self-government units – the analysis of the current legal status and proposals for changes in selected areas, Public Law Review 2014, No. 7-8, The selection of the district authorities - de lege lata and de lege ferenda postulates [in:] Ten years of Polish experience in the European Union. Legal and administrative problems, Volume 2, edited by J. Sługocki, PRESSCOM sp. z o.o., Szczecin 2014, Electoral quotas in the election of the organs constituting territorial self-government units in the light of the provisions of the Polish Electoral Code as the implementation of the principle of equality between women and men [in:] European system of protection of human rights. Axiology - institutions - effectiveness, volume III, edited by J. Jaskiernia, Adam Marszałek Publishing House, Toruń 2015, The users and beneficiaries of

electoral law in self-government elections in the field regarding passive electoral law [in:] The practice of implementing passive electoral law in Poland. Sources of regulation, interpretation of legal regulations and the effects of their application in the light of the act of Electoral Code, ed. M. Mączyński, Difin SA, Warsaw 2015, Regulation of the Polish Electoral Code in the scope of elections to commune councils in communes that are not district cities and the Code of Good Practice in Electoral Matters - selected issues [in:] International standards for the protection of human rights versus Polish experience, volume IV, edited by J. Jaskiernia, Kamil Spryszak, Adam Marszałek Publishing House, Toruń 2016, The principles of choosing a village mayor - current state and proposed changes [in: Self-governments in the process of decentralization of public authority, ed. M. Chrzanowski, J. Sobczak, PRO SCIENTIA IURIDICA Scientific Association, Lublin 2017, The commencement of activity by commune authorities after local elections, Scientific Papers of University of Economics and Innovation in Lublin, Administration series, number 1 (1/2011).

Another area of my interest in the system and functioning of self-government units was the issue concerning the competence of the commune and district authorities in the field of municipal service management. The results of the research conducted in this area were the publications: Competences of commune councils in the field of municipal service management in the light of the provisions of the Act on Communal Economy - selected issues [in:] Economic activity of self-government units. Admissibility and limits of its conduct, ed. M. Stec, M. Mączyński, Wolters Kluwer SA, Warsaw 2016, The competences of the district council in the field of municipal economy in the light of the provisions of the Act on Communal Economy - selected issues [in:] Opportunities and barriers to business development in Poland - in terms of public law and private law, ed. L. Bielecki, J. Mojak, A. Żywicka, Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin 2017, The competences of the mayor in the field of municipal service management in the light of the provisions of the Act on Communal Economy - selected issues [in:] Dysfunctions of public economic law, ed. M. Zdyb, E. Kruk, CH Publishing Beck, Warsaw 2018.

My interests also included issues related to the tasks of the commune and the district. As part of the research I conducted, the analysis covered selected tasks of these territorial self-government units. The results of the research conducted in this area were: Tasks of the district in the field of social welfare [in:] The contemporary directions of social welfare development, edited by M. Klimek, J. Czerw, Stalowa Wola 2011, The implementation of district self-government tasks in the field of consumer rights protection by district consumer ombudsmen

[in:] Protection of consumer rights - current status and perspectives, ed. J. Mojak (ed.), A. Żywicka, Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin, Lublin 2015, Publishing local press as a task of the commune - selected issues [in:] The nature and design of self-government tasks, ed. M. Stec, S. Płazek, Wolters Kluwer Polska SA, Warsaw 2017, Theoretical and practical aspects of creating shared services in communes centers [in:] The ways to implement public tasks, ed. B. Dolnicki, Wolters Kluwer SA, Warsaw 2017.

The area of my interests in the scope of the system and functioning of self-government units was also the legal position of self-government employees. The results of the research in this area were publications: The origins of existing regulations on administrative recruitment and competitions [in:] Recruitment and competitions in the public service, ed. S. Płazek, Wolters Kluwer Polska SA, Warsaw 2017, Recruitment as a way of employing self-government employees in clerical positions in Poland, *International Journal of Legal Studies* 1 (3) / 2018.

Ad. 2

The research area on social participation in self-government opens with a monograph: Communal councils of seniors – the interpretation of regulations and the effects of their application. Formulas, flow charts, Wolters Kluwer SA, Warsaw 2016, pp. 267 (co-authors: Monika Augustyniak, Agata Barczewska - Dziobek, Grzegorz Maroń, Anna Wójtowicz - Dawid). This monograph is the effect of research carried out by the authors as part of the activities of the “Fontes” Association for Research on Sources and Functions of the Law. The coordinator of the team's work was Dr. Agata Barczewska - Dziobek. The purpose of the monograph is to present the communal councils of seniors in all aspects of their activities

The communal council of seniors is an organ created by the commune council. It has a consultative, advisory and initiative character. It consists of representatives of elder people and representatives of entities acting for the benefit of elder people, in particular representatives of non-governmental organizations and entities running universities of the third age.

The above monograph presents the origins of introducing legal regulations enabling the creation of councils of seniors, the principles of the creating, the internal organization and the principles of functioning of councils of seniors. An important advantage of this monograph is the inclusion of examples of procedures for creating, financing and disbanding

of the councils as well as designs of necessary documents (resolutions and ordinances). In the administrative law literature this monograph is the first one deepened, and at the same time comprehensive administrative and legal analysis, devoted to the councils of seniors.

The considerations on the origins of introducing legal regulations enabling the formation of senior councils developed in the publication *The impact of political pressure on amendments to the Act of 8 March 1990 on Local Self-Government in the Sejm of the 7th cadence on the example of the act introducing the council of seniors*, *Public Law Review* 2017, no. 7-8.

The research area on social participation in self-government also includes the issue of the impact of residents on the activities of commune and district authorities in the scope of legislative activity and budget management as well as local referendum as an instrument of local community supervision over the village mayor. The results of the research conducted in this area were: *Citizens' legislative initiative in the legislative activity of commune councils and district councils - de lege lata and de lege ferenda applications [in:] Social participation in contemporary self-government*, ed. M. Gurdek, Humanitas Publishing House, Sosnowiec 2016, *Citizens' initiative in the process of adopting resolutions by commune councils*, *Public Law Review* 2016, no. 7-8, *Village administration budget and participatory budget as instruments of the residents' influence on commune budget management - selected issues [in:] Self-government unit management in the conditions of market economy*, ed. M. Gurdek, Humanitas Publishing House, Sosnowiec 2017 and *Referendum regarding the recalling of the village mayor – an instrument for local community supervision over the village mayor*, *Public Law Review* 2015, No. 7-8.

Ad. 3

An important element of the service function for citizens performed by public institutions in a democratic state of law is the openness of these institutions, the guarantee of which is the right to information, resulting primarily from Art. 61 of the Constitution of the Republic of Poland of 2nd April, 1997 (Journal of Laws No. 78, Item 483, as amended) and the provisions of the Act of 6 September 2001 on Access to Public Information (consolidated text, Journal of Laws of 2018, Item 1330). Hence, the research on the issue of public information was also of great importance in my research work. My scientific research covered a number of aspects related to public information issues, including in particular: defining the scope of public information, principles of public information provision, practical aspects of

access to public information by citizens, as well as the use of access to public information by entrepreneurs. The result of the research on this matter was the publication cycle: Access to public information in Poland, Public Law Review 2013, No. 11, Public information in Poland - selected issues as an experience for the Ukraine [in:] Наукові записки Львівського університету бізнесу та права т. 10 , ed. Л. А. Янковська, Lviv 2013, (co-authors: Natalia Gmurkowska and Igor Kaspruk), Access to public information and protection of classified information [in:] Universal and regional dimension of human rights protection. New challenges - new solutions, volume 2, edited by J. Jaskiernia, Sejm Publishing House, Warsaw 2014, The principles of making public information available by political parties based on the provisions of the Polish Act on Access to Public Information [in:] Institutional guarantees of the principle of political pluralism in Poland in comparison to the European standards, ed. M. Paździor, B. Szmulik, Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin 2014, Theoretical and practical aspects of access of citizens to public information in Poland [in:] The application of public governance in administrative law, ed. I. Niżnik, Difin SA, Warsaw 2014, Providing public information by self-government units through the Public Information Bulletin and on request [in :] Transparency in self-government, ed. B. Dolnicki, Wolters Kluwer SA, Warsaw 2015, Bulletin of Public Information and public information provision on request as a tool for obtaining public information by entrepreneurs [in:] The situation of the entrepreneur in comparison to changes in public and private law in the European perspective, edited by J. Mojak, A. Żywicka, Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin 2016, The right to public information in the practice of self-government administration, Public Administration Yearbook of 2016, no. 2, The use of the right to access public information by entrepreneurs in Poland, The Lawyer Quarterly 2016, No. 3.

Other publications

It is also worth recalling indirectly related scientific positions with the above-mentioned research areas. These include publications: Public administration body and other administrative entities [in:] Administrative law, edited by M. Zdyb, J. Stelmasiak, Wolters Kluwer, Warsaw 2016 and The origins of the Polish self-government against the background of local self-government [in:] Commune self-government in the Third Polish Republic. Experiences and perspectives, edited by M. Klimek, J. Czerw, B. Więckiewicz, Lublin 2013.

Scientific editing of collective works

My scientific activity within the above-mentioned research areas was also associated with editorial activity. The scientific co-editing of the following collective works should be mentioned here: The 10th anniversary of the district self-government (1999 - 2009). Experiences and perspectives, edited by M. Klimek, J. Czerw, Stalowa Wola 2010, ss.303, Contemporary directions of the development of social assistance, ed. M. Klimek, J. Czerw, Stalowa Wola 2011, ss.327, Self-government in the Third Polish Republic. Experiences and perspectives, edited by M. Klimek, J. Czerw, B. Więckiewicz, KUL Publishing House, Lublin 2013, pp.223, 10 years of functioning of the two-instance administrative court in Poland - de lege lata i de lege ferenda postulates, edited by J. Czerw, A. Żywicka, Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin, Lublin 2014, ss.413, District self-government in Poland. 15 years of experience (1999-2014), edited by M. Klimek, J. Czerw, Lublin 2015, pp. 656. The publications are a set of knowledge in the field of administrative law, in particular the law of local self-government and they constitute scientific assistance in the field of law, administration and may also be useful for students of postgraduate studies, councilors and employees of self-government administration offices.

Reviews of articles and collective works

Another form of my scientific activity is the review of articles and collective works in the field of administrative law. In 2016 and 2017, I reviewed articles sent for publication in the journal Legal Studies: Dissertations and Materials published by the AFM Publishing House on behalf of Andrzej Frycz Modrzewski Krakow University. In 2017, commissioned by the scientific journal Public Law Review, I prepared a review of a collective monograph under the scientific supervision of PhD Agata Jurkowska - Gomułka, prof. of UITM entitled Administration and public policies and strategies (A. Jurkowska - Gomułka (ed.), Administration and public policies and strategies Difin, Warsaw-Rzeszów 2016, pp. 231, ISBN 978-83-8085-372-0). This review was published in the scientific journal Public Law Review, (J. Czerw, Review of the monograph, edited by Agata Jurkowska-Gomułka, entitled Administration and public policies and strategies, Public Law Review, 2017, No. 11, pp. 120-124).

Participation in scientific conferences

A reflection of my scientific and research interests is participation in 45 scientific conferences: national and international. In the case of 33 conference I delivered speeches. In the case of 9 conference I was part of the Organizational Committees and / or Scientific Conferences.

A detailed list of scientific achievements, including a list of conferences, is included in Appendix 4.

Research projects

My research achievements include research projects carried out both individually and as a team. In the team research I was a manager and a member of the research team:

1) Independent research projects

- "Functioning of district councils and boards in selected districts", 2013.

As part of the research, questionnaire surveys and analysis of legal acts created in selected districts (including primarily districts statutes) were carried out. The research covered 32 districts (which is over 10% of the total number of districts existing in Poland), which were selected based on the National Ranking of Districts and Communes run by the Association of Polish Districts (2011 edition) - in each of the provinces a district located on the first and last place of the ranking list was selected for research. The research was carried out under the patronage of the Association of Polish Districts. The results of the research were used in the monograph: J. Czerw, The system and the functioning of district councils and boards. Current status and postulates of changes (in selected areas), Innovatio Press Scientific Publishing House of the of the University of Economics and Innovation in Lublin, Lublin 2014, pp. 421.

- "Legal position of the secretary of a self-government unit in Poland ", 2018.

As part of the research, the analysis covered the jurisdiction of the secretary of a self-government unit, court decisions, case law of supervisors, resolutions of constituting bodies and resolutions and orders of executive bodies of selected self-government units. Surveys were as well conducted. The surveys covered a group of 102 secretaries of territorial self-government units in the period from 14 to 30 May 2018. The results of the questionnaire were illustrative for the analysis conducted in the monograph: J. Czerw, The legal position of the secretary of a self-government unit in Poland, Innovatio Press Scientific Publishing House of the University of Economics and Innovation in Lublin, Lublin 2018, pp. 390

2) Team research projects

- Leading the research team: "Functioning of district councils and boards in selected districts after the self-government elections of 2014", 2015.

The research was carried out on behalf of the Association of Polish Districts. The project team: dr Jarosław Czerw (University of Economics and Innovation in Lublin) - team leader, PhD Marek Mączyński (Jagiellonian University) - a member of the team, dr Bogusław Przywora (Jan Długosz Academy in Częstochowa) - a member of the team. This project was a continuation of the research "Functioning of district councils and boards in selected districts", 2013. The project covered the same districts and the same areas of research as in the case of research carried out in 2013. As part of the research, surveys were carried out in selected districts. The research concerned the status at the end of 2014.

- Membership in research teams:

- "The practice of implementing passive electoral law in Poland: Sources of regulation, interpretation of legal provisions and the effects of their application", 2013/2014.

The research was conducted as part of the activities of the "Fontes" Association for Research on Sources and Functions of the Law. The coordinator of the Team's work: PhD Marek Mączyński. The draft on the basis of the Act of 5 January 2011. Election Code (Journal of Laws of 2011 No. 21, Item 112, as amended). The subject of the project was to determine the sources of action plans related to the implementation of passive electoral law resulting from the aforementioned act. The result of the research was a monograph: M. Mączyński (ed.), The practice of implementing passive electoral law in Poland. Sources of regulation, interpretation of legal provisions and the effects of their application in the light of the Act on Election Code, Difin SA, Warsaw 2015, pp. 329.

- "Communal councils of seniors", 2015.

The research was conducted as part of the activities of the "Fontes" Association for Research on Sources and Functions of the Law. The coordinator of the team's work: dr Agata Barczewska - Dziobek. The project aimed to determine the genesis and effects of the amendment to the Act of 8 March 1990 on Communal Self-Government, made on 11 October 2014, under which the option of appointing senior councils as consultative, advisory and

initiative organs, is optionally introduced pursuant to Art 5c. The result of the research was a monograph: M. Augustyniak, A. Barczewska - Dziobek, J. Czerw, G. Maroń, A. Wójtowicz - Dawid, Communal councils of seniors - interpretation of the regulations and the effects of their application. Formulas, action plans, Wolters Kluwer SA, Warsaw 2016, pp. 267.

- "Entrepreneur in the face of changes in public and private law after Poland's accession to the European Union" - research grant from the University of Economics and Innovation in Lublin.

The research was carried out as part of scientific and research activities of academic staff at the University of Economics and Innovation in Lublin. The team carrying out the research project: dr Jan Mojak, dr Agnieszka Żywicka, dr Jarosław Czerw, dr Piotr Makarzec. The project was implemented from 1 January 2015 to 30 December 2015. The activities implemented as part of the project:

a) Studying of legal acts regulating the situation of entrepreneurs, adopted in the period 2004-2014 - they resulted in scientific articles that were published in the Scientific Journal of the University of Economics and Innovation in Lublin, Administration in 2014 series.

b) Organization of the National Scientific Conference: The situation of the entrepreneur against the background of changes in public and private law in 2004-2014, 12-14 June 2015. The conference was devoted to changes in public and private law that have occurred since Poland's accession to the European Union in context of their impact on the situation of entrepreneurs in Poland. The aim of the conference: meeting of the science community, representatives of the state and local administration authorities, courts, economic self-government organizations and, above all, entrepreneurs to exchange views, experiences, formulate conclusions about directions of changes in public and private law to develop optimal solutions for entrepreneurs within administrative, tax, civil and economic laws.

c) Monograph (collective work) in which the papers and articles of the conference were collected - The situation of the entrepreneur against the background of changes in public and private law in the European perspective, ed. J. Mojak, A. Żywicka, Innovatio Press Scientific Publisher of the University of Economics and Innovation in Lublin, Lublin 2016, pp. 409.

Internships, study visits, participation in European and national programmes

In 2013, I received a scholarship from the budget of the LPP-Erasmus program (Lifelong Learning Program) for the implementation of a trip to a partner university, therefore on 9-13 September 2013, I took a foreign academic internship at Ostfold Univeristy College, Halden (Norway). The aim of the internship was to conduct didactic classes and familiarize people with the didactic and research methods used in Norway. During my stay at Ostfold Univeristy College, among others, I conducted lectures in English for students. Topics of the lectures: The system of self-government in Poland.

In 2017 (on 6-11 November 2017) I conducted workshops on management key competence areas in united hromadas (territorial communes) and consultations on the development and implementation of solutions for key areas of functioning of the hromadas: Bereza, Omelnyk, and Głobyne in the Ukraine. I conducted the workshops as an expert in the project "Modern management competences in united hromadas (territorial communes)" co-financed by the Solidarity Fund PL's Support for Democracy Programme financed by the Department of Development Cooperation of the Ministry of Foreign Affairs of the Republic of Poland. As part of the above activities, I conducted lectures on "Functioning of self-government units in Poland" for the employees of the Ukrainian self-government administration indicated above. During the implementation of the above project, I conducted scientific research on the functioning of self-government in Ukraine (including the current reforms of self-government in the Ukraine), and in particular on the legal position of the management of cases (керуючий справами виконавчого комітету (апарату) місцевої ради), used in the monograph entitled The legal position of the secretary of a self-government unit in Poland, Lublin 2018.

In 2018 (on 18-23 June 2018) I was an expert in the project "New united hromadas - how to effectively manage local development" co-financed by the Polish Development Cooperation Programme of the Ministry of Foreign Affairs of the Republic of Poland. In Ukrainian towns Buzowska and Welykosewerynowska I conducted workshops concerning functional and competence areas in united hromadas, such as: education, tourism, budgeting, communal activities, energy efficiency, culture and general assumptions for development of a hromada development strategy with participation methods. As part of the above activities, I conducted lectures on "The functioning of self-government units in Poland" for the employees of the Ukrainian self-government administration indicated above. During the implementation

of the above project, I continued my research on the functioning of self-government in the Ukraine (including the current reforms of self-government in the Ukraine), and in particular on the legal position of the management of cases (керуючий справами виконавчого комітету (апарату) місцевої ради), used in the monograph entitled The legal position of the secretary of a self-government unit in Poland, Lublin 2018.

In 2018 (on 18-19 February 2018) I had a study visit at the Lviv Regional Institute for Public Administration of the National Academy for Public Administration under the President of the Ukraine (hereinafter: LRIPA). As part of the visit, I got acquainted with didactic and research methods used in LRIPA. During the implementation of the above visit, I conducted research on the functioning of self-government in the Ukraine (including the current reforms of self-government in the Ukraine), and in particular on the legal position of the manager of cases (керуючий справами виконавчого комітету (апарату) місцевої ради).

Didactic activity

My scientific and research activity was combined with didactic activity in order to transfer my knowledge and experience to students. As part of my employment at the University of Economics and Innovation in Lublin, I conducted the following didactic classes in Administration and in Internal Security fields of study: Administrative Legislation (lecture), The System of Self-Government (lecture), Taxes and Self-Government Fees (lecture), The budgeting of self-government tasks (lecture), Procedures in self-government administration (lecture), Self-government law (lecture), Public procurements (lecture), The fundamentals of personal data protection and classified information (lecture), Special aspects of personal data protection and classified information (discussions), Management in crisis situations (discussions), Public information (practical classes), The safety of local communities (lecture), The safety of local communities and shaping of safe spaces (exercises), Contemporary trends in the development of administration (lecture).

I also conducted classes at post-graduate studies conducted by the University of Economics and Innovation in Lublin: The system of public administration, Administrative proceedings. Access to public information, The basis of the functioning of self-government, Management of self-government property.

Activity to popularize science

In the sphere of popularizing science in 2013 - 2017 I took part in X, XI, XII, XIII and XIV Lublin Science Festival as the manager and project producer.

Yonkers Corp.