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The Department of Organisation

The Department of Organisation of the Marshal Office of the Wielkopolska Region in Poznań is responsible for drafting and updating the Office's basic internal legal acts and supervising organisational processes. In preparing proposals for amendments and consolidated texts of the Statute of the Wielkopolska Region and the Organisational Rules, as well as reviewing draft organisational rules for individual departments and offices, it ensures regulatory consistency and order within the official structure and keeps a record of these documents.

In the area of communication and cooperation, the Department undertakes tasks related to providing information about the Wielkopolska Regional Government and the Office, managing the Public Information Bulletin Editorial Office, and co-managing the Office's website, as well as coordinating contacts with non-governmental organisations (NGOs) and institutions involved in public benefit activities. It is also responsible for regional and national cooperation (e.g. the Union of Polish Regions and the Council of Marshals of Polish Regions) and for cooperation programmes with NGOs, running the secretariat of the Wielkopolska Council for Public Benefit Activities and overseeing the Advisory and Consultation Committee for cooperation with organisations. In addition, the Department coordinates matters related to financial and non-financial cooperation with NGOs and conducts the procedure for awarding the Decoration of Honour for "Services to the Wielkopolska Region".

The Department coordinates the handling of complaints and requests, maintains a central register of complaints and requests and responds to requests for public information. In practice, this means efficient management of processes related to access to information, ensuring transparency and reliability in the consideration of requests from citizens, organisations and public entities. This enables the Office to maintain high standards of accountability and transparency.

As part of document management and regulatory compliance, the Department maintains personnel and payroll records, coordinates matters arising from the Petitions Act, and supervises management audits at the Office and its subordinate units. It is also responsible for the operations of the Regional Social Dialogue Council, handling statements made by entities engaged in professional lobbying activities and maintaining related records, as well as for the initial verification and registration of reports of law violations and preventive measures against whistleblowers.

Additionally, the Department performs tasks related to operating the Information Desk, the Chancellery Desk and the Archive of Marshal Office.

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