INFORMACJA, al. Niepodległości 34, 61-714 Poznań, hol główny, tel.: 61 626 66 66; fax 61 626 67 44, e-mail: kancelaria@umww.pl

Accessibility Statement

The Marshal Office of the Wielkopolska Region in Poznań (abbreviated as UMWW) undertakes to ensure the accessibility of its website in accordance with the Act of 4 April 2019 on the digital accessibility of websites and mobile applications of public entities.

The accessibility statement applies to the website www.umww.pl.

Website publication date: 21 September 2020 Last significant update date: 23 March 2025

Status of digital accessibility

This website is partially compliant with the Annex to the Act of 4 April 2019 on the digital accessibility of websites and mobile applications of public entities, due to the non-compliances and exemptions listed below.

Inaccessible content

Non-compliance with the Annex

- the website has insufficient contrast (between the background and the colour of the foreground elements),
- not all article content published on the website is digitally accessible,
- not all documents made available for download are digitally accessible.

UMWW is taking steps to address these issues.

Preparation and updating of the Accessibility Statement

- Date of preparation of the Statement:21 September 2020
- Date of the last review of the Statement:25 March 2025.

This Statement was prepared on the basis of a self-assessment using the Website Accessibility Testing Checklist v. 2.2(docx, 0,12MB).

Feedback and contact details

You can report any problems with the digital accessibility of this website to the Accessibility Coordinator at the Office, Marty Mazurek — e-mail dostepnosc@umww.pl or by telephone on 502 328 214.

Everyone has the right to request that this website or any of its elements be made digitally accessible.

When submitting such a request, please provide the following information:

- your first and last name,
- your contact details (e.g. phone number, e-mail),
- the exact address of the webpage where the inaccessible element or content is located,
- a description of the problem and the way of resolving it that would be most convenient for you.

We will respond to your request as soon as possible, and no later than within 7 days of its receipt.

If this deadline is too short for us, we will inform you of this. In this notification, we will provide a new deadline by which we will correct the errors you have reported or prepare the information in an alternative format. This new deadline will not exceed 2 months.

If we are unable to ensure the digital accessibility of the website or the content indicated in your request, we will offer access in an alternative format.

You may refuse to use the proposed alternative means of access to the website/mobile application or its elements.

If you assess that our reaction, the manner of ensuring accessibility, or the proposed alternative access is inappropriate, you have the right to file a complaint against us.

Handling of requests and complaints concerning accessibility

Complaints regarding the lack of digital accessibility should be addressed to the body supervising the Office, that is, the Marshal of the Wielkopolska Region.

Methods of contacting the Office to lodge a complaint:

- by post to the following address:
  Marshal Office of the Wielkopolska Region
  al. Niepodległości 34
  61-714 Poznań,
- via the Office’s ePUAP mailbox: /umarszwlkp/SkrytkaESP, or the Office’s Electronic Delivery Address (ADE): AE:PL-36275-98241-EEETD-21
- by fax: 61 626 67 01,
- by e-mail to: kancelaria@umww.pl
- in person at the Chancellery of the Marshal Office of the Wielkopolska Region, al. Niepodległości 34, 61-714 Poznań,
- complaints may also be submitted orally for the record, which will be drawn up by an Office employee during your meeting at the Office.

For helpful information, visit the government portal at gov.pl.

You may also notify the Commissioner for Human Rights and request intervention in your case.

Any person, without the need to demonstrate a legal or factual interest, has the right to inform the Office of a lack of architectural or information and communication accessibility.

Only a person with special needs, or that person’s statutory representative, upon demonstrating a factual interest, has the right to request the provision of architectural or information and communication

accessibility. At the request of an authorised person, the Marshal Office of the Wielkopolska Region **will ensure architectural or information and communication accessibility in the form specified in that request**.

Other information

Architectural accessibility

Headquarters of the Marshal Office of the Wielkopolska Region

Al. Niepodległości 34

61-714 Poznań

Location

The Office is accessible by public transport. There are public transport stops named "Urząd Marszałkowski" near the building. The Office can be reached by bus lines 168, 169 and 171. Paved paths and tactile paving for blind persons lead to the building. There are no obstacles for wheelchair access from the parking space to the path leading to the building.

Entrance

The main entrance to the building is located on al. Niepodległości. A revolving door and, in parallel, push-button automatic doors for persons with special needs are at the same level as the ground around the building. The entrance is open to the public during the Office’s opening hours, that is, Monday to Friday, 7.30 a.m. to 3.30 p.m.

Access to the upper storeys is provided by a set of four passenger lifts adapted for persons with special needs, with voice announcements, located in the main lobby. Floor selection is made via touch panels located on both sides of the four lifts. The lift call panel includes a button convenient for persons with special needs.

Toilets

On the ground floor and on floors 2 to 11, there are toilets adapted for people with special needs, equipped with a call system (bells). All sanitary facilities on the ground floor have tactile descriptions.

Induction loop

On the ground floor, directly opposite the main entrance, there is an Information Point staffed by an employee proficient in sign language and equipped with an induction loop. On the first floor, there is the Main Information Point for European Funds, equipped with an induction loop and access to online sign language interpretation.

Signage for blind persons

A TOTUPOINT device is installed in front of the entrance doors to the building. It indicates the main entrance to the Marshal Office of the Wielkopolska Region in Poznań and provides information on the spatial layout of floors 0 and 1. Inside the building, to the left of the entrance, there is a tactile map

showing the spatial layout of the building. In the main hall, the stairs leading to the first floor are marked with tactile and high-contrast indicators to facilitate movement for blind and visually impaired people.

Evacuation

The Marshal Office of the Wielkopolska Region in Poznań has established procedures for the evacuation of persons with disabilities.

Assistance dog

Entry with an assistance dog and a guide dog is permitted.

Car park

Next to the building, on ul. św. Barbary, there are two designated, free-of-charge public parking spaces for people with special needs. If these spaces are occupied, please contact building security at the telephone number displayed on the facade opposite the parking spaces.

Organisational units: Department for the European Social Fund Implementation, Building C,

Al. Niepodległości 16/18

61-713 Poznań

Location

You can reach the building complex at al. Niepodległości 16/18, 61-713 Poznań by bus and tram. To locate the place precisely, click the link.

Entrance

The entrance for customers and staff to the building complex is the main entrance in Building A. Entrances B and C are temporarily closed. In front of Buildings A and C there is a pedestrian route along the street, marked with tactile guidance lines. Turning perpendicularly away from the street, you enter a square with five trees and landscaped strips. Ahead there are six steps marked in high contrast. On the left there is a ramp with handrails. In front of the building itself, there are another 6 steps. The first and last step have contrast markings. The steps can be bypassed by turning left towards the Office car park along the side wall of the building. The entrance from the car park to the platform leading to the entrance doors is wheelchair accessible. The platform can also be reached via 6 steps from ul. Ojca Honoriusza Kowalczyka. The first and last step have contrast markings.

The doors in Building A are glazed, marked with high-contrast warning bands and open automatically. Beyond the doors there is a vestibule with adequate manoeuvring space. The reception desk is on the left. Entry through the second set of glazed doors, marked with high-contrast warning bands and opening automatically, leads into the hall, which contains rectangular pillars (3 on the left and 3 on the right).

In the hall, on the right, there is an information point where you can report upon entering the building. The information point staff will contact the staff member of the relevant organisational unit. Customers are served in a designated area. In the hall, on the right, there are 2 lifts adapted for people with disabilities. A staircase with handrails on both sides leads from the hall to the mezzanine and upper floors.

Buildings A and C also have staircases and lifts (the lift at the connecting corridor between buildings B and C is adapted for people with disabilities). Customers can move between the buildings using the connecting corridors (buildings A and B – via the hall and on 5 floors; buildings B and C – on the ground floor and 3 floors).

In the connecting corridor between buildings B and C, there are no architectural barriers on the ground and first floors; there are stairs on the second and third floors. There are platform lifts by the stairs for persons with disabilities. The platform lifts are marked and provided with operating instructions. There are no ramps. In the passage between buildings B and C, there is a lift adapted for people with disabilities.

Between the connecting corridors in the building on each floor, there are glazed doors marked with high-contrast warning bands.

Toilets

A toilet for people with disabilities is located on the ground floor in the hall and on the first floor on the mezzanine. A baby changing facility is available in the toilet on the ground floor.

Induction loop

Induction loops are available at the information point in the hall, in the session hall, in the heraldic hall, and in room 132.

Signage for blind persons

There are no TOTUPOINT devices for blind persons. Braille markings are present in the lifts and at the entrances to the toilets in the hall and on the mezzanine.

Quiet room

A quiet room for people with special needs is located in the hall of building A, next to the information point.

Assistance dog

Entry with an assistance dog is permitted.

Car park

There are public car parks along the streets next to the buildings with spaces for people with disabilities.

Organisational units: Regional Surveyor's Office, Department for the European Social Fund Implementation

Ul. Kościuszki 95

61-716 Poznań

Location

The Office is accessible by bus and tram. To locate the place precisely, click the map.

Building

The building is a listed historic property. It has six storeys: basement, raised ground floor, first to third floors, and an attic. The building is clearly signposted.

Entrance

The main entrance to the building is located on the ul. Kościuszki side. The entrance to the building is on the same level as the surrounding area. Paved paths and tactile paving lead to the building. Entry is through doors that open automatically. The right leaf opens by default, and the left leaf can be opened automatically by pressing the button on the post located by the door.

The entrance doors to the building open automatically. Beyond them is a vestibule with the reception desk. Horizontal markings lead to the building from the parking space and from the entrance on the ul. Kościuszki side.

Access to the first floor for people with special needs is provided by a stairlift.

There is no access to higher floors for wheelchair users.

Toilets

On the first floor, there is a toilet accessible to people with special needs.

Induction loop

A portable induction loop is available at the reception desk.

Signage for blind persons

There is no TOTUPOINT system or tactile map. The handrails on the stairs to the raised ground floor are labelled in Braille.

Evacuation

The building is equipped with smoke detectors with optical and audible alarms. The Marshal Office of the Wielkopolska Region in Poznań has established procedures for the evacuation of persons with disabilities.

Assistance dog

Entry with an assistance dog is permitted.

Car park

One parking space for people with special needs has been designated in front of the building. Public parking spaces, including those for people with disabilities, are available along the street where the building is located.

Organisational units: Department of Environmental Affairs and Information, Regional Surveyor's Office

Ul. Piekary 17

61-823 Poznań

Location

The Office is accessible by tram. A tram stop is located a short distance from the building on al. Marcinkowskiego, approximately 250 m away.

Entrance

Paved paths lead to the building. The main entrance to the building is located on the ul. Piekary side. The sliding doors open automatically, have no thresholds and are at the same level as the surrounding area. The doors are glazed and marked with high-contrast tape to improve visibility for partially sighted persons. The entrance is open to the public Monday to Friday, 6:00 a.m. to 6:00 p.m.

Toilets

A toilet for people with mobility impairments is available in the building, located on the first floor. Access to this toilet is threshold-free. The toilet is fully equipped with a range of adaptations, such as grab rails, light switches and soap and paper dispensers mounted at appropriate heights, a suitably contoured washbasin and an adjustable mirror. For increased safety, the toilet is also fitted with an alarm button with audible and visual signalling. The other sanitary facilities are not adapted for persons with reduced mobility, as they are located on half-landings with steep stairs.

Induction loop

A security post is located by the entrance doors and is equipped with an induction loop.

Signage for blind persons

The building has two passenger lifts. The call buttons and the buttons inside the lifts have markings suitable for blind persons, and there are voice announcements for each floor. On every floor, the edges of the stairs, the first and last step, are marked with contrasting tape.

Evacuation

Audible and visual signalling is provided along circulation routes for evacuation purposes.

Assistance dog

Entry with an assistance dog and a guide dog is permitted.

Car park

Next to the building, there is a small car park with 6 spaces belonging to the building administrator (WZGKiAM), where there are no designated spaces for people with disabilities. There are two private car parks nearby.

Information and communication accessibility

- In each Office location there is an **information board** and an **information point or reception desk**. The board lists the names of the Office’s organisational units located in the building, together with floor and room numbers. Spoken information on the layout of rooms in

the building can be obtained at the information point or reception desk.

- The UMWW website provides **information on the scope of the Office’s activities in Polish Sign Language and in machine-readable text**.
- The UMWW website provides **information on the scope of the Office’s activities in easy-to-read (ETR) format**.
- At the Marshal Office of the Wielkopolska Region, it is possible to use the assistance of a sign language interpreter. **Information on access to this service is available on the UMWW website**.
- At the request of an authorised person, the Marshal Office of the Wielkopolska Region **will ensure architectural or information and communication accessibility in the form specified in that request**.

Dziękujemy za odwiedziny i zapraszamy ponownie