

PRINCIPLES & VALUES OF THE CIVIL SERVICE IN POLAND

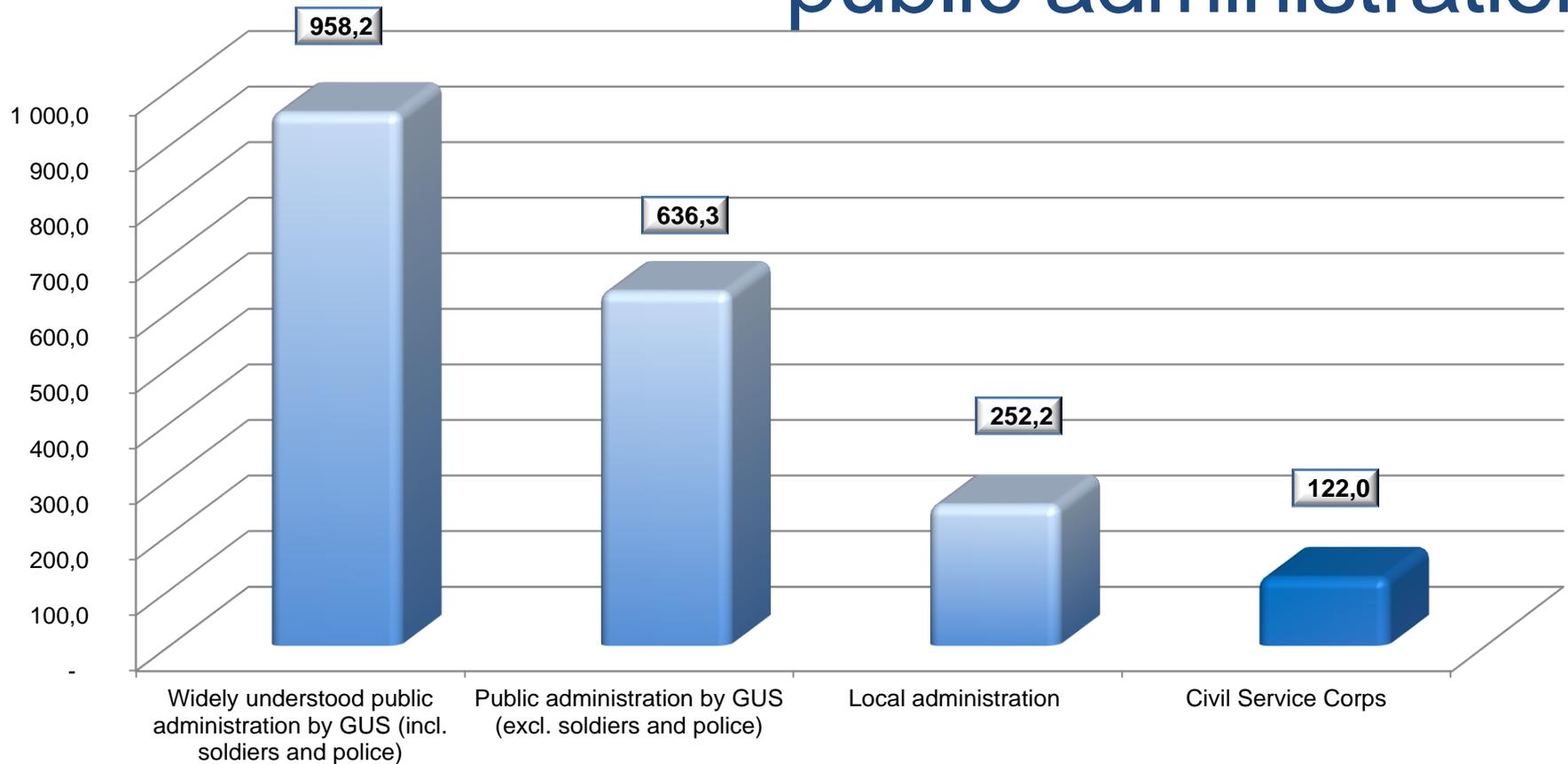


*Better governance and civil service for sustainable development:
Promoting OECD standards and principles in Central Asia and beyond
Astana, 4th April 2016*

Two decades of building civil service – laws and model

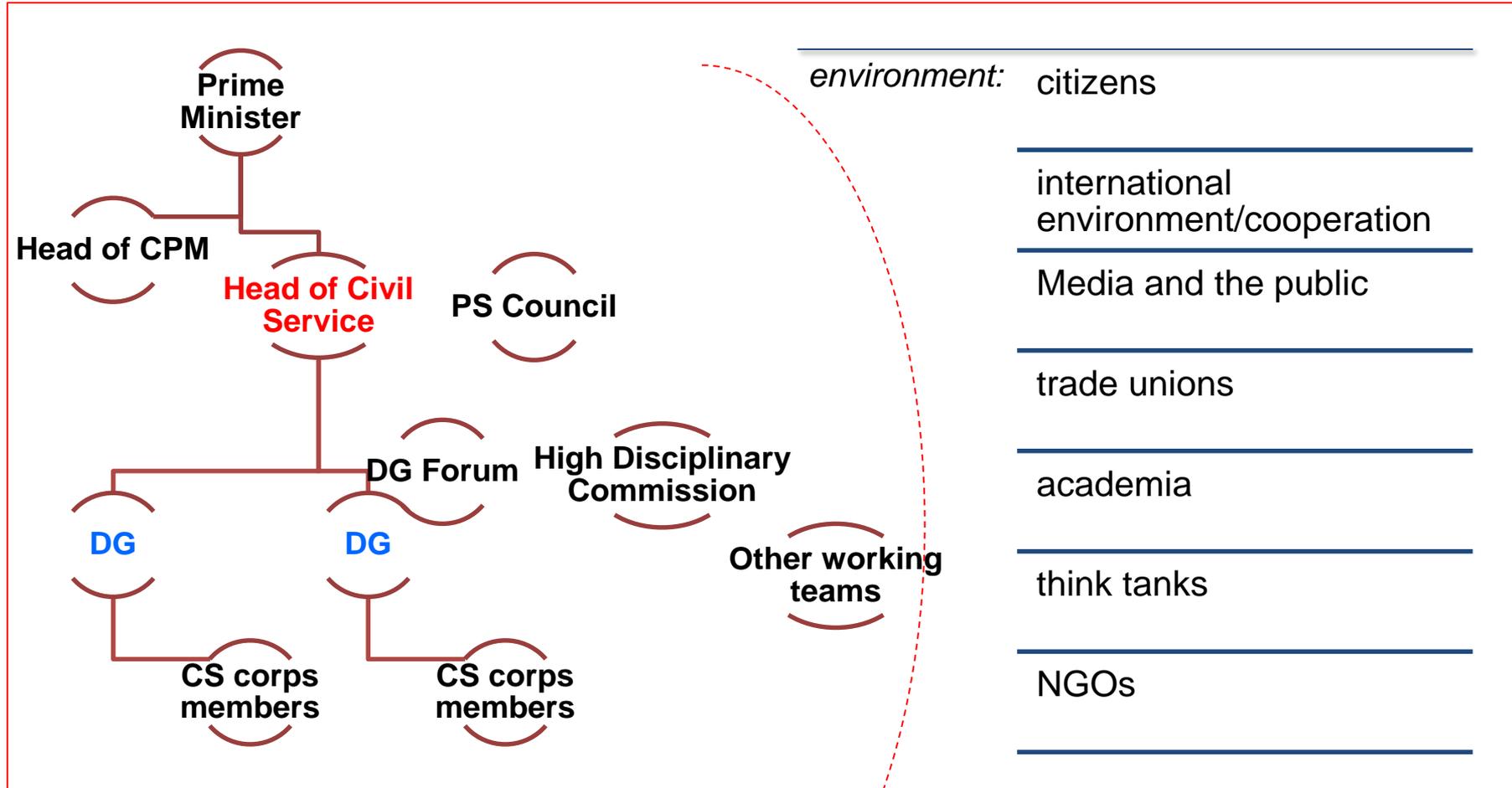
- ➡ To date: 4 Civil Service Acts of 1996, 1998, 2006 and currently binding of 2008
- ➡ Mixed model (career-based / position-based)
 - ➡ common trend
 - ➡ dominated by the solutions characteristic for position-based system

Civil service – a part of public administration



in thousands of posts

Organisation and structure of the Civil Service in Poland



Fundamental law

The Constitution of the Republic of Poland



- ➡ (Article 153): A corps of civil servants shall operate in the organs of government administration in order to ensure a **professional, reliable, impartial and politically neutral** discharge of the State's obligations
- ➡ (Article 60): Polish citizens enjoying full public rights shall have a **right of access** to the public service based on the principle of **equality**

Fundamental law

The Act on Civil Service



- ➡ (Article 1): In order to ensure **professional, reliable, impartial and politically neutral** execution of objectives of the State, the Civil Service is hereby being established, and the rules of admission thereto, principles of its organisation, functioning and development are being defined
- ➡ Rules of recruitment based on principles of equality, competitiveness and openness/ transparency
- ➡ Duties of the civil service corps members

Head of Civil Service

- Central organ of Government administration, competent in Civil Service issues
- Subordinated directly to the Prime Minister
- Appointed by the Prime Minister
- Main tasks and duties:
 - **watching over the observance of the Civil Service rules**
 - administering the process of HR management in the Civil Service
 - monitoring and supervising the use of resources (financial resources for appointments, remuneration, trainings)
 - preparing drafts of normative acts concerning the Civil Service
 - planning, organizing and supervising central trainings for the Civil Service
 - collecting data on the Civil Service Corps
 - ensuring conditions to dissemination of information on vacant posts
 - ensuring international cooperation in the matters concerning the Civil Service

Principles of recruitment

Art. 60 of the Constitution of the Republic of Poland
*Polish citizens enjoying full public rights
shall have a right of access to public service
based on the principle of equality*

OPENNESS
*commonness
publicness*



EQUALITY

COMPETITIVENESS
*form of competition
unified rules
unchangeable criteria*

Openness & transparency

Obligation for DGs to publish all vacancies

- ➡ announcement based on the job description:
 - ➡ requirements
 - ➡ scope of tasks
 - ➡ list of required documents
 - ➡ place and date for submitting documents

- ➡ publication:
 - ➡ publicly available place in the Office premises
 - ➡ Public Information Bulletin of the Office & the Chancellery of the PM



Openness & transparency

The minutes

- ➔ **first and last names** of no more than 2 or 5 best candidates
- ➔ **grounds for the selection result or reasons for the failure** to select a candidate

The information on results – publicly available

- ➔ **the name and address** of the office
- ➔ name of the job position
- ➔ the **first name and the last name** of the chosen candidate and his/her place of residence

Right to appeal to the labour court

- ➔ if according to the candidate his/her rights has been infringed during the procedure

„HRM Standards”

Internal recruitment procedure must e.g. guarantee:

- ➔ **criteria, methods, techniques & grades – set before publishing announcement**
- ➔ **existence of clear (unambiguous) rules** for qualification to next phase
- ➔ **setting minimum level** of competences, that must be achieved to be qualified
- ➔ **all** candidates who meet formal requirements **are qualified** to the next phase
- ➔ selection of candidates is **based on criteria** set out in announcement
- ➔ the question or tasks and the same method should be used to assess **the same competences** for all candidates in order to ensure comparability of results
- ➔ all activities influencing recruitment process **are reflected in documentation**

„Code of ethics”

- ➡ Decision on development taken **after „small research”** of the Civil Service Code of Ethics 2002
- ➡ **Statutory authorization** to establish guidelines, specified in law on civil service
- ➡ **A result of joint cooperation** between practitioners (civil servants and politicians), academics, social partners
- ➡ **Shortages and weaknesses of the previous code taken into account**



C.S. rules and ethical principles

guidelines on civil service rules	guidelines for individual entities 
<p>principle of legality, rule of law, and strengthening the citizens' confidence in public administration bodies</p> <p>principle of human and civil rights protection</p> <p>principle of selflessness</p> <p>principle of openness and transparency</p> <p>principle of non-disclosure of confidential information protected by the provisions of law</p> <p>principle of professionalism</p> <p>principle of liability for action or omission</p> <p>principle of rational management of public funds</p> <p>principle of openness and competitiveness of the recruitment process</p>	<p>Head of the Civil Service</p> <p>Civil Service Council</p> <p>general directors of offices</p> <p>members of the civil service corps holding managerial positions (department directors, division heads, etc.)</p> <p>ministers and other persons holding high-ranking posts in governmental administration</p> <p>National School of Public Administration</p>

Ethical principles of the civil service corps, focused rather on the protection of values which create the basis for the system of Polish civil service

- principle of dignified conduct
- principle of public service
- principle of loyalty
- principle of political neutrality
- principle of impartiality
- principle of diligence



Code of ethics – implementation & evaluation

- **Activities already implemented** (training, information and promotion campaigns, etc.)
 - Cooperation with the directors general of the offices
 - Training events for approx. 2 500 civil service corps members
 - Special edition of the Civil Service Review, dedicated to principles and ethics in the civil service
- **Evaluation and monitoring**
- **Incorporating into HRM practices**
 - Recruiting, evaluating, rewarding and punishing employees (e.g. disciplinary liability)
 - permission for additional income-generating activities
 - developing HRM programs
 - setting the scope of preparatory service

Lessons learned

- ➔ Solid legal basis and authorisation needed
- ➔ Political will and consensus
- ➔ Broad consultations (also with international partners and institutions)
- ➔ Management – accountable owner
- ➔ Strong leadership
- ➔ Continuity and coherence
- ➔ Monitoring and evaluation (quantitative & qualitative)
- ➔ Time & patience...





Thank you!



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