



# UNIWERSYTET WARSZAWSKI

Rada Uczelni

## UNIVERSITY COUNCIL MEETING MINUTES

11 June 2021

continued on 18 and 24 June 2021

Videoconference

### **Participants:**

#### University Council:

Prof. Mirosław Ząbek (Chairman)  
Prof. Janusz M. Bujnicki  
Prof. Pearl Dykstra  
Prof. Poul Holm  
Prof. Marek Karliner  
Katarzyna Zajdel-Kurowska  
Kamil Bonas

#### University of Warsaw:

Robert Grey (Director of Communications and External Relations)  
Bartosz Jurczak (University of Warsaw)  
Tomasz Kamiński (University of Warsaw)  
Magdalena Kowalczyk (University Council Coordinator)  
two interpreters

The Chairman of the University Council opened the meeting, greeted all the Participants and informed that Mrs. Katarzyna Zajdel-Kurowska notified of her absence during the first part of the meeting and she will connect after 3 PM.

The Chairman of the University Council noted that the meeting was convened pursuant to the Rules of Procedure of the University Council, all members have been properly notified about the meeting date and agenda, more than half of the statutory number of members of the University Council is participating in the meeting, thus the Council can conduct proceedings and make effective decisions.

The Chairman proposed the following agenda:

1. Opening the meeting.
2. Adoption of the agenda.
3. Approval of the minutes from the University Council meeting held on 28 April 2021
4. Technical and organizational matters.
5. Adoption of a resolution on amending the University Council Rules of Procedure.



# UNIWERSYTET WARSZAWSKI

## Rada Uczelni

6. Passing a resolution on granting permission to establish a paid transmission easement on the real estate located at ul. Hoża 74 in Warsaw for the benefit of Veolia Energia Warszawa S.A. with its registered seat in Warsaw.
7. Passing a resolution on granting a performance allowance to the Rector of the University of Warsaw.
8. Meeting with the Rector's Team, the Chancellor's Team and the Senate Committee for Finance.
9. Passing a resolution on approving the report on the performance of the substantive and financial schedule of the University of Warsaw for the year 2020.
10. Passing a resolution on approving the financial statement of the University of Warsaw for the year 2020.
11. Passing a resolution on issuing an opinion on the substantive and financial schedule for the year 2021.
12. Passing a resolution on selecting the audit company for auditing the financial statements of the University of Warsaw for the years 2021 and 2022.
13. Any other business.

### **Re: 2. Adoption of the agenda**

The agenda was unanimously approved by the University Council.

The University Council decided that the meeting of the University Council will be divided into three parts due to the large volume of the materials included in the agenda and the necessity to discuss the financial documents in detail. The meeting on 11 June 2021 will only be attended by members of the University Council and representatives of the financial and economic departments of the University, who will answer questions of the Council members and may be requested to submit supplementary information. Once the relevant discussion is held during the meeting, it will be adjourned until 18 June. The certified expert auditor and representatives of the financial and economic departments of the University will attend the second part of the meeting to respond to questions expressed at the meeting on 11 June. Once information is obtained from the people invited to attend the meeting, it will be once again adjourned until 24 June. The last part of the meeting will be attended by members of the Rector's Team and people responsible for drafting the applications included on the agenda. This would be the final part of the meeting, which would end in votes over financial matters, as well as those matters that were not put to a vote during the meeting held on 28 April and 30 April 2021, as well as on the appointment of a certified expert auditor for the University of Warsaw.

The University Council unanimously adopted the proposed manner of processing the matters included in the agenda.



# UNIWERSYTET WARSZAWSKI

## Rada Uczelni

### **Re: 3. Approval of the minutes from the University Council meeting held on 28 April 2021**

The University Council meeting minutes of 28 April 2021 along with the proposed amendments were adopted unanimously.

### **Re: 4. Technical and organizational matters**

The University Council Chairman informed that the meeting is being recorded.

### **Re: 9. Approval of the report on the performance of the substantive and financial schedule of the University of Warsaw for the year 2020.**

Dr Artur Chełstowski (Vice-Chancellor for Economic Affairs) and Ewa Mikłaszewicz (Bursar) joined the meeting. When discussing the relevant item of the agenda, the University Council held a discussion regarding the submitted documents. During the discussion, the Chancellor's Team explained to the University Council in more detail the reasons and the objective of changes that were introduced in 2020 as compared to the previous years.

Professor Mirosław Ząbek asked the Council members to provide comments and ask questions related to the report on the execution of the substantive and financial schedule of the University of Warsaw for the year 2020.

During the discussion, the matter of discrepancies related to the amount of subsidies received for Doctoral Schools was brought up. It was explained that this results from the fact that the Schools are functioning in two legal systems, which is caused by the transition period after introducing legislative changes.

### **Re: 10. Approval of the financial statement of the University of Warsaw for the year 2020**

Professor Mirosław Ząbek asked the Council members to provide comments and ask questions related to the financial statement for the year 2020.

Matters raised during the discussion included, but were not limited to the matter of obtaining funds for the University of Warsaw from individual donors. The currently ongoing and initiated initiatives were discussed.

Mrs. Katarzyna Zajdel-Kurowska, a member of the University Council, joined the meeting when this item of the agenda was being discussed.

### **Re: 11. Issuing an opinion on the substantive and financial schedule for the year 2021.**



# UNIWERSYTET WARSZAWSKI

## Rada Uczelni

Professor Mirosław Ząbek asked the Council members to provide comments and ask questions related to the substantive and financial schedule for the year 2021.

At the meeting, the University Council held a discussion regarding the prepared documents.

Having discussed the above-mentioned item on the agenda, the Chairman of the University Council adjourned the proceedings until 2 PM on 18 April.

### **18 JUNE 2021**

The Chairman of the University Council initiated the adjourned meeting and greeted all the participants. Moreover, he informed that the representative of the expert auditor cannot participate in the meeting due to a traffic accident that they were involved in. He also proposed that if during the discussion there are any questions that could only be answered by the expert auditor, these questions will be sent to the auditor by electronic means and the University Council shall receive answers to them in the same manner by 24 June 2021.

The University Council accepted the proposed mode of carrying out the proceedings.

**Re: 9.** Approval of the report on the performance of the substantive and financial schedule of the University of Warsaw for the year 2020.

**Re: 10.** Approval of the financial statement of the University of Warsaw for the year 2020.

**Re: 11.** Issuing an opinion on the substantive and financial schedule for the year 2021.

The University Council decided to discuss the above items on the agenda jointly. Dr Artur Chełstowski (Vice-Chancellor for Economic Affairs) and Ewa Miłkaszewicz (Bursar) joined the meeting.

The University Council held the discussion with the Chancellor's Team regarding the prepared documents. A Q&A session took place and it was followed by a brief summary. Wanting to obtain additional information, the University Council asked the expert auditor to provide answers to the following questions in writing:

1. How do you assess the internal auditing process? Has the scope of the internal audit been different from the audit plan?
2. Have you noticed any areas of concern during the auditing process?
3. What criteria do you use to determine materiality?
4. What risk assessment techniques have you used?
5. Have there been any significant changes in operations in 2020?



# UNIWERSYTET WARSZAWSKI

## Rada Uczelni

6. Have there been areas requiring special attention due to a higher business or financial risk?
7. How do you assess the information and control systems?
8. Were there any significant write-offs and/or transactions/operations that impacted the financial statement?
9. Should the Council be aware of any tax or legal issues, problems related to financial management?

### 24 JUNE 2021

The Chairman of the University Council initiated the adjourned meeting and greeted all the Participants. He also informed that all members of the University Council received the answers provided by the expert auditor to the questions submitted on 18 June 2021. He requested to ask questions and provide comments regarding this information.

The members of the University Council have not provided any comments to the relevant information.

#### **Re: 5. Resolution on amending the University Council Rules of Procedure.**

The Chairman of the University Council informed that the Head of the Legal Office, Mr. Krzysztof Majewski, will participate in the meeting when this and the next items on the agenda will be discussed, and proposed asking questions concerning the Rules of Procedure.

Having received clarifications, the University Council asked the Head of the Legal Office to prepare a draft of a resolution on amending the Rules of Procedure of the Council that will include the changes proposed at the meeting in respect to the previously applicable Rules of Procedure.

#### **Re: 12. Resolution on selecting the audit company for auditing the financial statements of the University of Warsaw for the years 2021 and 2022.**

A discussion on the explanation prepared by the Legal Office concerning the criteria considered when choosing the auditing company was held. Apart from the Head of the Legal Office, the Vice-Chancellor for Economic Affairs and Bursar participated in the discussion. Legal grounds regarding the selection of the auditing company were discussed. In the summary, the University Council decided to apply new rules along with the best practices already at the stage of submitting the request for proposal when selecting the auditing company in the future.

The University Council raised a query regarding the lack of an official position of the Senate Committee for Finance in matters of financial statements. The Vice-Chancellor for Economic Affairs explained that this year – like in the previous years – the Senate Committee for Finance has actually reviewed the execution of the substantive and financial schedule and financial statement, which became a regular



# UNIwersytet Warszawski

## Rada Uczelni

review due to the legislative changes. These matters were the subject of the latest proceedings of the Committee. He reminded that the Chairman of the Senate Committee, who will be the guest of the Council at the current meeting, can confirm that there were no controversies regarding these documents.

Mr. Kamil Bonas – a member of the University Council – left the meeting.

**Re: 6. Resolution on granting permission to establish a paid transmission easement on the real estate located at ul. Hoża 74 in Warsaw for the benefit of Veolia Energia Warszawa S.A. with its registered seat in Warsaw.**

The resolution was passed unanimously.

**Re: 8. Meeting with the Rector's Team, the Chancellor's Team and the Senate Committee for Finance.**

Members of the Rector's Team participated in this part of the meeting

prof. Alojzy Z. Nowak (Rector)

prof. Sambor Grucza (Vice-Rector for Cooperation and Human Resources)

prof. Ewa Krogulec (Vice-Rector for Development)

prof. Zygmunt Lalak (Vice-Rector for Research)

prof. Sławomir Żółtek (Vice-Rector for Student Affairs and Quality of Teaching)

and prof. Beata Glinka (Chairwoman of the Committee for Finance/Faculty of Management)

The Chairman greeted the invited guests and asked the Rector Alojzy Z. Nowak to take the floor.

His Magnificence the Rector Professor Alojzy Z. Nowak, PhD, raised the following matters:

- greater research capacities of the University;
- progress in completion of long-term investment programs;
- support program for the academic institution. close cooperation with international institutions within the scope of student and lecturers exchange programs, etc.;
- stages of easing restrictions;
- a discussion of the financial matters with the Senate Committee for Financial Matters;
- the so-called Smart Green University program;
- plans regarding the establishment of a Faculty of Medicine;
- activities to establish closer the cooperation with businesses;
- the future of CENT (Centre of New Technologies) and CNBCH (Centre of Biology and Chemistry Studies);
- constantly arising internal problems.



# UNIWERSYTET WARSZAWSKI

## Rada Uczelni

The matter of Employee Capital Plans was brought up at the meeting, and the Vice-rector for Cooperation and Human Resources, Professor Sambor Grucza, referred to it. Then, the Vice-Rector for Development, Professor Ewa Krogulec, presented the Long-term Development Plan for the years 2016–2025. She referred to the Smart Green University program, the strategy for this program in respect of infrastructure, as well as research and development.

At the meeting, the Chairman of the Senate Committee for Financial Matters, Professor Beata Glinka, presented the Committee's current rules of functioning. In respect to the financial statement, balance sheet and substantive and financial schedule, she noted that all the Committee Members present at the meeting voted in favor or adopting these documents.

Professor Mirosław Ząbek thanked the invited guests and closed this part of the meeting.

Then, the Chairman proposed to start voting on the individual resolutions.

**Re: 9. Resolution on approving the report on the performance of the substantive and financial schedule of the University of Warsaw for the year 2020.3**

The resolution was passed unanimously.

**Re: 10. Resolution on approving the financial statement of the University of Warsaw for the year 2020.**

The resolution was passed unanimously.

**Re: 11. Resolution on issuing an opinion on the substantive and financial schedule for the year 2021.**

The resolution was passed unanimously.

**Re: 7. Resolution on granting a performance allowance to the Rector of the University of Warsaw.**

The resolution was passed unanimously.

**Re: 12. Resolution on selecting the audit company for auditing the financial statements of the University of Warsaw for the years 2021 and 2022.**

The resolution was passed unanimously.



UNIwersytet  
Warszawski

Rada Uczelni

**Re: 13. Any other business.**

The members of the University Council have not submitted any applications.

Since the agenda was completed, the Chairman of the University Council closed the meeting.

Chairperson  
of the University Council of the University of Warsaw

professor Mirosław Ząbek, MD, PhD