

INTERNATIONAL COMMUNICATION PROCEDURE

Human Rights and Media Institute Foundation (IPCiM)

§ 1. Purpose and Scope of Procedure

The procedure specifies the rules for conducting and coordinating communication, legal, and expert activities of the "Human Rights and Media Institute" Foundation (IPCiM) with international entities.

International entities include, in particular: European Union institutions, the Council of Europe, the United Nations, non-governmental organizations, and foreign grantors.

§ 2. Coordination of International Activities

Primary responsibility for international communication and contacts rests with the President of the Management Board and the International Coordinator designated by the Management Board (if appointed).

All international activities (e.g., public speeches, participation in conferences, submission of written positions) must be approved in advance by the Management Board of the Foundation.

In urgent matters requiring a rapid response on the international stage (e.g., Press Alert), the decision is taken by the President of the Management Board, informing other Board members without delay.

§ 3. Rules of Communication

Consistency and Uniformity: The Foundation's communication on the international forum must be consistent with positions adopted in Poland and conducted on the basis of the Articles of Association and the Foundation's mission.

Language: The primary language of international communication is English. All key documents (Articles of Association, reports, positions) should have official translations.

Representation:

- **a)** Official positions of the Foundation towards international institutions shall be signed exclusively by the President of the Management Board or an authorized Board member.
- **b)** Foundation experts may participate in international panels and media, provided they always clearly state whether their position is an official position of the Foundation or their private opinion.

§ 4. International Reporting

The Foundation is obliged to timely submit reports required by international grantors in accordance with signed agreements.

A copy of each report submitted to international institutions is archived at the Foundation's Office.

The Foundation continuously monitors opportunities to apply for international grants and projects that align with its statutory goals.

§ 5. Final Provisions

The Procedure enters into force on the day of its adoption by the Management Board of the Foundation.