

Operating Regulations of the Awards Committee of the Witold Pilecki International Book Award

§1 General Provisions

1. These Regulations set forth the working rules of the Awards Committee of the Witold Pilecki International Book Award (hereinafter referred to as “the Awards Committee”).
2. The task of the Awards Committee is to evaluate publications submitted to the competition for the Witold Pilecki International Book Award (hereinafter referred to as “the Competition”), and in particular to:
 - a) assess the quality of the publications submitted,
 - b) select nominated books in each of the three categories of the Competition,
 - c) select the winning publication and an honorable mention in each of the three categories of the Competition,
 - d) deliver laudations at the Award Presentation Gala for the awarded publications by selected members of the Awards Committee.
3. Members of the Awards Committee appointed by the Director of the Institute (§2, Subparagraph 3 of the Regulations) receive remuneration for their work, unless they waive it voluntarily. The members of the Awards Committee referred to in §2, Subparagraph 2 of the Regulations are not entitled to remuneration.
4. The remuneration for the members of the Awards Committee appointed by the Director of the Institute is equal to the amount of the minimum monthly basic salary for a professor in a public university, as specified in the Regulation of the Minister of Science and Higher Education of 25 September 2018 on the minimum monthly basic salary for a professor in a public university.
5. A detailed description of the Competition – the Organizer, the Partner, the stages of the Competition, the amount of the Award, and the formal requirements that must be satisfied by publications submitted for participation – is included in the Regulations of the Competition for the Witold Pilecki International Book Award. The members of the Awards Committee are obliged to comply with the Competition Regulations.

§2 Composition of the Awards Committee

1. The Awards Committee consists of five to seven members.
2. The Awards Committee has three permanent members:
 - a) The Director of the Pilecki Institute (the Organizer) or a deputy designated thereby in each specific instance,

- b) The Director of the Auschwitz-Birkenau State Museum (the Partner) or a deputy designated thereby in each specific instance,
 - c) A representative of the family of Witold Pilecki – the patron of the Competition.
3. The remaining members of the Awards Committee are appointed by the Director of the Pilecki Institute through a written decision.
 4. The composition of the Awards Committee may change annually, and the list of its named members are announced on the website dedicated to the Competition (<https://instytutpileckiego.pl/pl/projekty/nagroda-literacka>) for each successive edition of the Competition.
 5. During each edition, a member of the Awards Committee may resign from the Awards Committee for any reason. In the event of resignation, the Director may decide:
 - a) to add a new member of the Awards Committee in place of the resigning member, or
 - b) to leave the vacancy in a situation where a minimum of five members shall remain in the Awards Committee.

§ 3

Organization of the work of the Awards Committee

1. The work schedule is presented to the members of the Awards Committee at the time of announcement of an edition of the Competition, however it may be modified, also at the request of those serving on the Awards Committee.
2. The members of the Awards Committee receive files of publications formally accepted for the Competition systematically, while the call for entries is still ongoing. They are sent to the e-mail addresses of the members by the Organizer (the Publisher).
3. After receiving all submissions, the members of the Awards Committee send a declaration, this by e-mail, to the effect that they themselves are involved neither in a conflict nor a community of interest regarding any of the publications considered for the Competition. A specimen of the declaration is provided to them by the Organizer. In a situation of conflict or community of interest, the member of the Awards Committee concerned may voluntarily leave the Awards Committee, or, by a decision of the other members, not be taken into account in discussions on the publication which the situation affects.
4. The Awards Committee meets at least twice during each edition of the Competition, unless there shall be a need for an additional meeting. Meetings may be held in remote or hybrid format.
 - a) The first meeting serves to select nominations (a maximum of five in each of the three categories for a total of 15 nominations).
 - b) The second meeting serves to determine the winning publications and honorable mentions (one main award and one honorable mention in each of the three categories;

three main awards and three honorable mentions in total).

5. The Awards Committee makes binding decisions in the presence of more than half of its members.
6. The work of the Awards Committee is headed by the Chairman. For each edition, the Chairman is elected by members of the Awards Committee at the beginning of the first meeting. The decision is taken by an absolute majority of votes cast by members of the Awards Committee present at the meeting. The Chairman's responsibilities include conducting meetings of the Awards Committee, including the conduct of voting.
7. The Chairman is supported in administering the work of the Awards Committee by the Secretary of the Awards Committee – a representative of the Pilecki Institute. The Secretary of the Awards Committee is selected by the Director of the Institute. They are not formally a member of the Awards Committee and are not entitled to vote. The duties of the Secretary of the Awards Committee include:
 - a) setting dates of meetings and convening sessions of the Awards Committee;
 - b) preparing the materials necessary for meetings of the Awards Committee;
 - c) administering the technical aspects of voting procedures held during meetings of the Awards Committee;
 - d) preparing the documents necessary to carry out the tasks of the Awards Committee;
 - e) drawing up minutes of meetings of the Awards Committee and the concluding decision of the Competition edition;
 - f) ensuring the timely completion of the work by the Awards Committee.
8. Minutes are drawn up of the work performed at each meeting of the Awards Committee, which document is signed by the Chairman of the Awards Committee and its Secretary.

§ 4

Selection of nominations and award winners

1. The Awards Committee decides on the books nominated and awarded or commended by consensus. If a consensus cannot be reached, a decision is taken by an absolute majority of votes cast by members of the Awards Committee present at the meeting. In a situation where no resolution is arrived at, the Chairman of the Awards Committee shall have a double vote.
2. The starting point for a discussion on nominations is the ranking created on the basis of the indications of members of the Awards Committee, submitted thereby to the Pilecki Institute before the meeting of the Awards Committee by e-mail. The Awards Committee may decide to make fewer nominations in a given category. Decisions to refrain from making a part of the nominations are taken through a vote, on the basis of an absolute majority of votes cast by members of the Awards Committee present at the

meeting.

3. The Awards Committee selects the winning publications and honorable mentions after a discussion. The Awards Committee may choose not to bestow the main award or an honorable mention in a given category. Decisions to resign from the main award or an honorable mention or to refrain from making a part of the nominations are taken through a vote, on the basis of an absolute majority of votes cast by members of the Awards Committee present at the meeting.

§ 5

Final Provisions

1. The Pilecki Institute provides technical and administrative support for the work of the Awards Committee.
2. When selecting nominated books, as well as winning publications and honorable mentions, the members of the Awards Committee are guided by integrity and objectivity, and also by the highest ethical standards.