

Course manual  
Joint Master's Programme in  
International Humanitarian Action

University of  
Warsaw

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**Establishment of a humanitarian  
organisation – administrative  
issues**  
Semester 3

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**Credits awarded:** 5 ECTS, equivalent to 125 work hours (1 ECTS = 25 hours)**Period:** Third semester, block 1.**Venue & hours:** CIII 312, Tuesday 9.45-11.15**1. Introduction**

The module is a requirement for obtaining the NOHA Master's degree.

The overall objective of the module is to introduce the students to key legal concepts of non-governmental organisations to enable them to apply this knowledge to practical cases.

**2. Learning outcomes**

In conformity with the learning outcomes set out by the NOHA network, students should achieve the following learning outcomes by the end of this module:

- Has a thorough knowledge of different legal forms in which humanitarian assistance can be provided, indicating main advantages and disadvantages of each solution, including issues of registration and taxation.
- Has a good knowledge of the main institutions essential for the functioning of humanitarian organisation.
- Has a good understanding of differences between humanitarian and development assistance and their legal implications, under both national and international regulations.
- Is able to establish a basic organisational framework of a humanitarian organisation according to Polish law, is able to fill basic registration documents.
- Is prepared to follow procedural steps in order to establish a humanitarian organisation, is aware of necessity to update one's knowledge.

**3. Course material**

- *Handbook on civil society organizations registration and operations (comparative aspects)* <http://ecnl.org/wp-content/uploads/2016/04/Handbook-on-Civil-Society-Organizations-Registration-and-Operation-Comparative-Aspects.pdf>
- *David Lewis: Non-Governmental Organizations, Management and Development, 3rd edn*
- *David Moore, Katerina Hadzi-Miceva, and Nilda Bullain, A Comparative Overview of Public Benefit Status in Europe, The International Journal of*

*Not-for-Profit Law, Volume 11, Issue 1, November 2008*

- *Stefano Lombardo, Some Reflections on Freedom of Establishment of Non-profit Entities in the European Union, European Business Organization Law Review 14: 225-263*
- *Alicja Majdańska, Taxation of non-profit organizations – Poland, <http://eatlp.org/uploads/public/Reports%20Rotterdam/National%20Report%20Poland.pdf>*
- *Izabela Podobas, Piotr Swacha, 1% OF INCOME TAX FOR NON-PROFIT ORGANIZATIONS IN POLAND, Kultura i Edukacja 2011, No. 6 (85)*
- *Gerry Salole, Why Is the European Foundation Statute Needed?, The International Journal of Not-for-Profit Law Volume 11, Issue 1, November 2008*

#### **4. Teaching and learning methodology**

The module will employ a combination of lectures and classroom-based group work with presentation of the work to achieve the learning outcomes mentioned above.

#### **5. Programme and training activities**

[Over here a (detailed) programme can be outlined, including planned lectures, tutorials, assignments, deadlines, etc.]

##### **Week 1 - 7.11.2016**

1. Introduction to the course
2. Why are the legal fundamentals of an NGO so important?
3. What is crucial to prevent NGO risk?
4. Risk register

##### **Week 2 – 21.11.2016**

1. Different entities allowing the conduct non-governmental operations
2. SWOT analysis of foundations and associations
3. Legal requirements of Polish law to establish foundations and associations

##### **Week 2 (2) – 21.11.2016**

1. “Umbrella organisations”
2. Analysis of charters of non-governmental organisations

Students will be presenting the charter of an NGO, to discuss the different solutions.

##### **Week 3 – 5.12.2016**

1. Legal aspects of fundraising activity of NGOs
2. Government support to NGO activities

##### **Week 4 - 19.12.2016**

Meeting with an NGO representative to discuss practicalities - Fundacja Wolna Syria (Foundation Free Syria ), Mr Michał Krupiński, Vice President

#### **Week 6 – 16.01.2016**

1. Governance of an NGO – different models

- a) Board
  - role of the board (different approaches)
  - role of members of monitoring body
  - legal responsibilities of board members
- b) CEO
  - role of the CEO
  - responsibility of the CEO

#### **Week 7 -17.01.2016**

Polish Red Cross experience (Dr Mikos-Skuza)

#### **Exam week**

Submitting the charter of an NGO prepared by the student prior to the date of exam, deadline: 23 of January.

### **6. Workload**

The module will involve 15 hours of lectures in addition to presentations done by students.

Students are expected to also learn individually. As the module is relatively short and therefore quite intensive, attendance at each of the classes is highly recommended.

### **7. Assessment methods**

The final grade is achieved by participating in an oral exam. The oral exam will comprise three questions, two of them related to the charter of an NGO prepared by the student in advance of the exam.

### **8. Assessment criteria**

The exam will assess the passive knowledge of the contents of the course and also the applicability of this knowledge in a practical situation.

### **9. Appendices**

*[Any supporting documents to explain parts of the module more in detail.]*