



OFFICIAL JOURNAL OF MINISTER OF HEALTH

Warsaw, 31 January 2022

Item 11

Signed by: Tomasz
Kolodziejek
Date: 31.01.2022 14:28:05



REGULATION OF MINISTER OF HEALTH ¹⁾

of 28 January 2022

on the National Centre for the Prevention of Addictions

Pursuant to Article 8b.3 of the Act of 11 September 2015 on public health (Journal of Laws “Dz. U.” of 2021, items 1956 and 2469) and Article 39.6 of the Act of 8 August 1996 on the Council of Ministers (Journal of Laws “Dz. U.” of 2021, items 178, 1192, 1535 and 2105) it is hereby provided as follows:

Article 1. The National Centre for the Prevention of Addictions is granted statutes appended hereto as Annex 1.

Article 2. The National Centre for the Prevention of Addictions is granted organizational rules appended hereto as Annex 2.

Article 3. The Regulation of the Minister of Health of 22 June 2010 on the National Bureau for Drug Prevention is hereby rescinded (Official Journal “Dz. Urz.” of the Minister of Health, item 54 and of 2013, item 38).

Article 4. This Regulation shall enter into force on the day following its promulgation.

MINISTER OF HEALTH

Adam Niedzielski

¹⁾ The Minister of Health manages the department of the governmental administration – health, pursuant to Article 1.2 of the Regulation of the Chairman of the Council of Ministers of 27 August 2020 on the detailed manner of operation of the Minister of Health (Journal of Laws “Dz. U.” of 2021, item 932).

Annexes to Regulation
of Minister of Health
of 28 January 2022 (item 11)

Annex 1

Statutes of the National Centre for the Prevention of Addictions

Article 1.1. The National Centre for the Prevention of Addiction, hereinafter referred to as the “Centre” is a state budget unit under the authority of the minister competent for the matters of health.

2. The seat of the Centre is located in Warsaw.

Article 2.1. The Centre undertakes activities of prevention and solving problems related to addictions by performing tasks in the following fields:

- 1) prevention and solving alcohol-related problems;
- 2) counteracting drug addiction;
- 3) counteracting other addictions, including those financed under the Fund of Solving Gambling-related Problems.

2. The Centre’s tasks include tasks stipulated in Article 8b.2 of the Act of 11 September 2015 on public health (Journal of Laws “Dz. U.” of 2021, items 1956 and 2469).

Article 3.1. The Centre is headed by the Director.

2. The Centre’s Director is appointed and dismissed by the minister competent for the matters of health.

3. The Director heads the Centre with the help of:

- 1) Deputy Director for Prevention and Cooperation with Regional and Local Authorities;
- 2) Deputy Director for Treatment, Research and Certification;
- 3) Deputy Director for Management;
- 4) Chief Accountant.

4. The Centre’s Deputy Directors are appointed and dismissed by the Centre’s Director upon written approval of the minister competent for the matters of health.

Article 4. For the purposes of international cooperation the Centre can use the name of the National Centre for the Prevention of Addictions.

Article 5. The Centre is comprised of the following organizational units and autonomous workstation:

- 1) Department of Prevention and Public Education;
- 2) Department of Counteracting Domestic Violence;
- 3) Department of Local Programmes;
- 4) Department of Research, Monitoring and International Cooperation;
- 5) Department of Treatment and Certification;
- 6) Department of Counteracting Behavioural Addictions;
- 7) Department of Supervision over Assigned Tasks;
- 8) Finance and Accounting Department;
- 9) Legal Department;
- 10) Administrative Department;
- 11) Independent Post of Foetal Alcohol Spectrum Disorder (FASD).

Article 6.1. The Centre’s operation is financed by the state budget, chapter 46 – Health, heading 851 – Healthcare.

2. The Centre’s financial operation is governed by the financial plan approved according to the existing provision of law.

3. The Centre delivers budget unit-specific reports on the implementation of public revenue and expenditure processes.

Article 7.1. The rules stipulated for employees of state budget units apply to the Centre’s personnel.

2. The Centre’s personnel remuneration rules are governed by the Regulation of the Minister of Labour and Social Policy of 30 April 2008 on terms and conditions of remuneration and allocation of other benefits related to work of staff employed in selected state budget units operating in the healthcare sector (Journal of Laws “Dz. U.” of 2022, item 154).

Annex 2**Organizational rules of the National Centre for the Prevention of Addictions**

Article 1.1. The correct and smooth operation of the National Centre for the Prevention of Addictions, hereinafter referred to as the “Centre” is ensured by the Director.

2. The Director is responsible for the following:

- 1) performing the Centre’s tasks;
- 2) managing the Centre’s assets;
- 3) establishing the personnel rules and supervising the adherence thereto;
- 4) delivering annual financial plans and reports on the implementation of public revenue and expenditure processes;
- 5) ensuring supervision over the safety and hygiene at work, fire protection and work discipline at the Centre;
- 6) establishing control procedures.

3. The Director may appoint permanent or temporary commissions, teams or councils, as auxiliary or opinion-making bodies, by defining the goal of the establishment, name, scope of operation, manner of operation and composition thereof

4. The Director issues internal ordinances in relation to the Centre’s operation.

5. The Director acts as supervisor for the Centre’s personnel and performs duties towards the personnel as mandated by the labour law.

6. The following members of the personnel report directly to the Director:

- 1) Deputy Director for Prevention and Cooperation with Regional and Local Authorities;
- 2) Deputy Director for Treatment, Research and Certification;
- 3) Deputy Director for Management;
- 4) Chief Accountant;
- 5) Independent Post of Foetal Alcohol Spectrum Disorder (FASD).

7. In the event of the Director’s absence, he or she shall be replaced by the Deputy Director designated by the Director and in the event of absence of all the Deputy Directors by a member of the personnel designated by the Director.

8. In the event of absence of the Chief Accountant, he or she shall be replaced by the Deputy Chief Accountant.

9. The Director may authorise, in writing, the Deputy Director or Chief Accountant to perform specific duties, on his or her behalf, other than referred to in Article 1.10.

10. The Deputy Directors and Chief Accountant shall make decisions with regard to matters delegated to them and not limited to the Director’s competences.

Article 2. The Deputy Director for Prevention and Cooperation with Regional and Local Authorities supervises the performance of the tasks of:

- 1) Department of Prevention and Public Education;
- 2) Department of Counteracting Domestic Violence;
- 3) Department of Local Programmes.

Article 3. The Deputy Director for Treatment, Research and Certifications supervises the performance of the tasks of:

- 1) Department of Research, Monitoring and International Cooperation;
- 2) Department of Treatment and Certification;
- 3) Department of Counteracting Behavioural Addictions.

Article 4. The Deputy Director for Management supervises the performance of the tasks of:

- 1) Legal Department;
- 2) Administrative Department.

Article 5. The Chief Accountant supervises the performance of the tasks of:

- 1) Finance and Accounting Department;
- 2) Department of Supervision over Assigned Tasks.

Article 6. The Deputy Directors are responsible for the following:

- 1) planning and organizing the performance of tasks of supervised organizational units, including the decision-making as to the ways of settling matters;
- 2) preparing data on the matters submitted for approval by the Director as well as delivering information on the progress of settling matters as well as needs and problems related to the performance of tasks by the supervised organization units;
- 3) providing proper working conditions for the personnel under supervision;
- 4) approving draft statements, internal ordinances and decisions for the Director to be signed, with reference to the scope of operation of the organizational units under supervision;
- 5) requesting the Director in cases related to the employment of managers of organizational units under supervision as well as assessing requests submitted in such cases to the Director in relation to the personnel of organizational units under supervision;
- 6) drawing up, in collaboration with the Centre's other organizational units, work plans of the organizational units;
- 7) performing tasks other than those assigned by the Director.

Article 7. The Chief Accountant is responsible for:

- 1) keeping the Centre's accounting records;
- 2) developing the Centre's financial plan;
- 3) developing the revenue and expenditure implementation schedule;
- 4) handling funds transfer operations;
- 5) conducting preliminary assessment of the compliance of economic and financial operations with the financial plan;
- 6) conducting preliminary assessment of the completeness and accuracy of the supporting documents of economic and financial operations;
- 7) producing financial reports on the execution of the financial plan as well as the review thereof;
- 8) reviewing relevance, pertinence and extent of the use of public funds;
- 9) providing proper working conditions for the personnel under supervision;
- 10) requesting the Director in cases related to the employment of managers of organizational units under supervision as well as assessing requests submitted in such cases to the Director in relation to the personnel of organizational units under supervision;
- 11) supervising the maintenance of personal files as well as documentation related to employment and social matters;
- 12) approving draft statements, internal ordinances and decisions for the Director to be signed, with reference to the scope of operation of the organizational units under supervision;
- 13) cooperating with the Centre's other organizational units and independent post;
- 14) performing other tasks assigned by the Director.

Article 8.1. The operation of an organization unit is overseen by the manager, except the Finance and Accounting Department, which is managed by the Deputy Chief Accountant.

2. The basic responsibilities of the manager and Deputy Chief Accountant are the following:

- 1) supervising smooth and timely implementation of the tasks within a given organizational unit;
- 2) deciding, under the supervision of a relevant Deputy Director or Chief Accountant, the manner of settling matters and supervising the settlement thereof;
- 3) supervising the legal and timely performance of tasks and responsibilities assigned to the personnel;
- 4) filing requests in cases related to the employment of personnel of an organizational unit under supervision;
- 5) developing draft scopes of responsibilities for the personnel of an organizational unit under supervision;
- 6) participating in the performance of tasks of an organizational unit;
- 7) delivering reports and information on the operation of an organization unit within the scope and timeframe stipulated by the Director, Deputy Director and Chief Accountant;
- 8) performing other tasks assigned by the Director, Deputy Director and Chief Accountant.

Article 9. The tasks of the Department of Prevention and Public Education are the following:

- 1) extending and improving the range of evidence-based prevention and mental health promotion programmes on offer as well as supporting the implementation thereof, particularly those recommended under the Recommendation system for prevention and mental health promotion programmes;
- 2) developing standards and recommendations in preventing the use of alcohol, narcotic drugs, psychotropic substances, substitute drugs or new psychoactive substances as well as behavioural addictions;
- 3) operating, improving and advocating the Recommendation system for prevention and mental health promotion programmes;
- 4) supporting the provision of training for the personnel involved in preventing addictions;
- 5) extending and raising the quality of services in psychological, socio-therapeutic, educational and care-providing assistance for children from families with alcohol and other psychoactive substances-related problems and their families, developing and disseminating assistance standards in this field;
- 6) undertaking activities of delegating public tasks and supporting the performance of such tasks, including the allocation of grants on the implementation of the aforementioned tasks in the field of addiction prevention as well as exercising technical supervision in this regard;
- 7) undertaking activities of delegating tasks referred to in Article 88.4.5 of the Act of 19 November 2009 on gambling (Journal of Laws “Dz. U.” of 2020, items 2094 and 2320 and of 2021, items 802 and 815) and executive provisions issued under Article 88.6 thereof in the field of prevention and public education as well as exercising supervision over the performance of such tasks;
- 8) performing tasks related to the education of alcohol vendors and owners of alcohol retail outlets to comply with the ban on selling alcohol to minors;
- 9) providing public education and prevention on social and health harm related to the use of alcohol and other psychoactive substances as well as due to behavioural addictions;
- 10) counteracting drunk driving by educational and preventative actions, with particular emphasis placed on professional drivers;
- 11) conducting, in collaboration with the Centre’s other organizational units, reviews of the actions taken in a given year by regional and local authorities under strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction;
- 12) cooperating internationally to exchange experiences and good practices in the field addiction prevention as well as reporting to national and international institutions in this regard;
- 13) reporting on the performance of the public tasks of addiction prevention assigned by the Centre;
- 14) providing technical support for entities concerned with addiction prevention;
- 15) performing other tasks assigned by the Director and Deputy Director for Cooperation with Regional and Local Authorities.

Article 10. The tasks of the Department of Counteracting Domestic Violence are the following:

- 1) extending the system of support, interventions and assistance for the victims of domestic violence, particularly in relation to substance use and behavioural addictions, including the operation of the Nationwide Helpline for Victims of Domestic Violence “Blue Line”;

- 2) improving knowledge and competences of the personnel concerned with counteracting domestic violence;
- 3) operating the system for validating qualifications of the personnel working in the field of counteracting domestic violence;
- 4) improving and promoting procedures of undertaking interventions by relevant services in suspected cases of domestic violence, particularly in the case of the Blue Card procedure (Niebieska Karta);
- 5) developing, implementing and promoting standards of professional conduct in the field of counteracting domestic violence;
- 6) initiating, supporting and undertaking activities in the field of domestic violence prevention;
- 7) developing assessments, reviews and reports on domestic violence in families with the addiction problem;
- 8) undertaking activities of delegating public tasks and supporting the performance of such tasks, including the allocation of grants on the implementation of the aforementioned tasks in the field of addiction prevention as well as exercising technical supervision in this regard;
- 9) undertaking activities of delegating tasks referred to in Article 88.4.5 of the Act of 19 November 2009 on gambling (Journal of Laws "Dz. U." of 2020, items 2094 and 2320 and of 2021, items 802 and 815) and executive provisions issued under Article 88.6 thereof in the field of prevention and public education as well as exercising technical supervision over the performance of such tasks;
- 10) cooperating with non-governmental organizations, regional and local authorities, central governments as well as foreign and international institutions and entities in the field of counteracting domestic violence in families with the addiction problem;
- 11) providing opinions and developing draft legal acts on counteracting domestic violence;
- 12) performing other tasks assigned by the Director and Deputy Director for Cooperation with Regional and Local Authorities.

Article 11. The tasks of the Department of Local Programmes are the following:

- 1) undertaking activities in order to raise the quality of implementation of regional and local strategies of preventing and solving alcohol-related problems as well as counteracting drug;
- 2) developing guidelines and recommendations for implementing local strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction, along with guidelines and recommendations for performing other local strategic tasks of limiting the availability of alcohol;
- 3) providing technical assistance for local and regional authorities in an ongoing implementation of regional and local strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction, along with the assistance in implementing local interdepartmental policies of counteracting the adverse effects of alcohol consumption;
- 4) undertaking activities in order to raise the quality of work of addiction problem officers, coordinators of local strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction, along with the local commissions on alcohol-related problems, including the implementation of the commitment procedure to enter treatment;
- 5) cooperating with regional offices of the central government, regional audit offices and Supreme Audit Office in the field of exercised supervision and control over the performance of tasks related to solving alcohol-related problems, counteracting drug addiction and counteracting behavioural addictions;
- 6) conducting, in collaboration with the Centre's other organizational units, reviews of the actions taken in a given year by regional and local authorities under strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction;
- 7) undertaking activities of delegating public tasks and supporting the performance of such tasks, including the allocation of grants on the implementation of the aforementioned tasks with regard to local and regional measures of preventing and solving alcohol-related problems, counteracting drug addiction and behavioural addictions as well as supporting other entities concerned with prevention and solving alcohol-related problems, counteracting drug addiction and behavioural addictions at local level;
- 8) undertaking activities of delegating tasks referred to in Article 88.4.5 of the Act of 19 November 2009 on gambling (Journal of Laws "Dz. U." of 2020, items 2094 and 2320 and of 2021, items 802 and 815) and executive provisions issued under Article 88.6 thereof with regard to the performance of local and regional tasks of preventing and solving alcohol-related problems, counteracting drug addiction and behavioural addictions as well as exercising technical supervision over the performance of such tasks;

- 9) providing technical assistance for entities concerned with performing tasks of counteracting addictions and working with families with an addiction problem, including courts of law as well as probation and court services offices, centres for social integration and social welfare services;
- 10) cooperating with and supporting the operation of self-help organizations and abstinence societies acting to the benefit of preventing and solving alcohol and drug-related problems along with the Catholic Church as well as other religious organizations in the field of counteracting addictions and promoting abstinence;
- 11) performing other tasks assigned by the Director and Deputy Director for Cooperation with Regional and Local Authorities.

Article 12. The tasks of the Department of Research, Monitoring and International Cooperation are the following:

- 1) operating the national information system on psychoactive substances through:
 - a) collecting and exchanging information on substance use and the related problems as well as activities undertaken to reduce the demand for psychoactive substances,
 - b) collecting and exchanging information on activities of reducing the supply of psychoactive substances as well as developing and processing the data collected,
 - c) disseminating information on substance use and the related health and social problems,
 - d) initiating, supporting and conducting reviews and research into substance use-related problems as well as processing, releasing and disseminating the results thereof,
 - e) monitoring the prevalence of risky behaviours among children and adolescents in relation to using alcohol and other psychoactive substances as well as behavioural addictions,
 - f) monitoring the implementation of regional and local strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction,
 - g) conducting, in collaboration with the Centre's other organizational units, reviews of the actions taken in a given year by regional and local authorities under strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction,
 - h) cooperating with regional information experts on drugs and drug addiction,
 - i) collecting information under the five key epidemiological indicators:
 - prevalence of drug use in the general population and youth, ,
 - problem drug use,
 - drug treatment demand,
 - drug-related deaths and mortality,
 - drug-related infectious diseases,
 - j) cooperating with the European Monitoring Centre on Drug and Drug Addiction (EMCDDA) and Reitox Réseau Européen d'Information sur les Drogues et les Toxicomanies as well as acting as Reitox Focal Point of the European Monitoring Centre for Drugs and Drug Addiction,
 - k) coordinating of the collection of data on new psychoactive substances under the Early Warning System on New Psychoactive Substances;
- 2) undertaking activities of delegating and supporting public tasks to the benefit of better understanding of the phenomenon of substance use and the related problems along with the allocation of grants on the implementation of the aforementioned tasks as well as exercising technical supervision in this regard;
- 3) undertaking activities of delegating tasks referred to in Article 88.4.5 of the Act of 19 November 2009 on gambling and executive provisions issued under Article 88.6 thereof with regard to performing research and monitoring as well as exercising technical supervision over the performance of such tasks;
- 4) participating in the works of the Horizontal Working Party on Drugs of the Council of the European Union;
- 5) cooperating with national and foreign institutions and organizations in the field of counteracting addiction;
- 6) performing other tasks assigned by the Director and Deputy Director for Treatment, Research and Certification.

Article 13. The tasks of the Department of Treatment and Certification are the following:

- 1) undertaking awareness raising and educational activities with regard to implementing evidence-based quality standards and methods in addiction treatment and health harm reduction;
- 2) monitoring the availability and quality of healthcare services in the field of addiction treatment and health harm reduction;
- 3) conducting periodical evaluations of treatment, rehabilitation and re-integration programmes in terms of their effectiveness in reducing substance use;
- 4) cooperating with the national consultant and regional consultants on psychiatry and related disciplines, addiction treatment centres as well as other entities impacting the quality and availability of healthcare services for addicted individuals and their loved ones;
- 5) cooperating with courts of law in family-related and juvenile cases in the performance of tasks of counteracting addictions and the consequences thereof;
- 6) providing technical support for entities concerned with addiction treatment as well as entities offering social reintegration of addicted individuals and their loved ones;
- 7) undertaking activities which allow for the implementation of training programmes to become addiction psychotherapy specialists and addiction psychotherapy instructors as well as operating a database of certificates of addiction psychotherapy specialists and addiction psychotherapy instructors;
- 8) conducting, in collaboration with the Centre's other organizational units, reviews of the actions taken in a given year by regional and local authorities under strategies of preventing and solving alcohol-related problems as well as counteracting drug addiction in the field of increasing access to healthcare services related to addiction treatment, social reintegration and health harm reduction;
- 9) undertaking activities of delegating and supporting public tasks, including the allocation of grants on the implementation thereof, in the field of treatment and social reintegration of addicted individuals and members of their families, health harm reduction as well as exercising technical supervision in this regard;
- 10) undertaking activities of delegating tasks referred to in Article 88.4.5 of the Act of 19 November 2009 on gambling and executive provisions issued under Article 88.6 thereof with regard to treatment, social reintegration and health harm reduction as well as exercising technical supervision over the performance of assigned tasks;
- 11) providing opinions and developing draft legal acts on the healthcare system and social reintegration of addicted individuals;
- 12) reporting to national and international institutions on addiction treatment and health harm reduction;
- 13) cooperating internationally to exchange experiences and good practices in the field of treatment, rehabilitation and social reintegration of addicted individuals and their loved ones,
- 14) performing other tasks assigned by the Director and Deputy Director for Treatment, Research and Certification.

Article 14. The tasks of the Department of Counteracting Behavioural Addictions are the following:

- 1) undertaking activities of delegating tasks referred to in Article 88.4.1-4 of the Act of 19 November 2009 on gambling and executive provisions issued under Article 88.6 thereof as well as exercising technical supervision over the performance of assigned tasks;
- 2) reporting on the performance of assigned public tasks with regard to behavioural addictions;
- 3) providing technical support for entities concerned with counteracting behavioural addictions;
- 4) providing opinions on draft legal acts on behavioural addictions;
- 5) cooperating with bodies and institutions of public authorities in building a joint strategy and systemic solutions in the field of behavioural addiction-related problems;
- 6) cooperating and exchanging experiences with national and international organizations concerned with behavioural addictions;
- 7) performing other tasks assigned by the Director and Deputy Director for Treatment, Research and Certification.

Article 15. The tasks of the Department of Supervision over Assigned Tasks are the following:

- 1) handling all the matters related to drafting grant agreements;

- 2) reviewing the usage of grants in compliance with the existing provisions of the law;
- 3) archiving the documentation on the performance of all the concluded agreements;
- 4) producing monthly, quarterly and yearly statements, reviews and reports on the performance of the assigned tasks;
- 5) keeping records of grant agreements;
- 6) supervising the performance of the concluded agreement, in particular undertaking the following activities:
 - a) preliminary review of technical reports on the timeliness, completeness and compliance of the agreements referred to in point 1,
 - b) detailed review of financial statements in terms of timeliness, completeness as well as review of accounting management, compliance with the expenditure plan stipulated in the agreement, manner of managing public funds and rational spending thereof, exercising ongoing financial supervision over the performance of assigned tasks,
 - c) drafting a yearly plan for controlling entities which were awarded grants in terms of the financial compliance with the agreements signed as well as performing comprehensive inspections of the performance of the tasks according to the schedule designed by the Chief Accountant and ad hoc as deemed necessary,
 - d) documenting all control actions;
- 7) participating in all calls for tender conducted by the Centre in the field of assigning tasks;
- 8) performing other tasks assigned by the Director or Chief Accountant.

Article 16. The tasks of the Finance and Accounting Department are the following:

- 1) managing the Centre's funds as well as fulfilling financial obligations in a correct and timely manner;
- 2) controlling source documents from the formal and accounting perspective as well as preparing and submitting thereof to be approved by authorised personnel;
- 3) recording receivables and payables as shown by approved source documents;
- 4) settling the Centre's accounts, particularly settling bills, business travel expenses and advance payments;
- 5) opening bank accounts and controlling balances on an ongoing basis;
- 6) keeping records, issuing and passing cash and clearance cheques and other financial documents as well as receiving cash;
- 7) running the cash office and making cash payments based on approved documents as well as producing cash office reports;
- 8) controlling, posting and entering source documents into the accounting system on an ongoing basis;
- 9) producing turnover and balance statements of the general ledge accounts;
- 10) reviewing and agreeing monthly and yearly turnovers and balances on clearing accounts with banks, business partners and other entities cooperating with the Centre;
- 11) developing and updating draft internal ordinances which introduce instructions on how to circulate financial and accounting documents as well as the corporate chart of accounts;
- 12) producing draft reports on the implementation of public revenue and expenditure processes, draft financial reports and draft balance sheet of a budget unit as of 31 December;
- 13) calculating and paying contributions with regard to social security, health insurance, Labour Fund, Employee Capital Plans, State Fund of Rehabilitation of Disabled People as well as keeping records in this regard;
- 14) calculating and paying natural person income tax as well as keeping records in this regard;
- 15) calculating and paying remuneration under employment contracts and civil law contracts;
- 16) producing draft periodical reports for statistical offices;
- 17) handling all the human resources-related matters of the Centre's personnel and its cooperating individuals, including:
 - a) keeping personal files and records of time worked,

- b) determining holiday entitlements and keeping records of holidays used,
 - c) handling matters related to work discipline,
 - d) keeping business travel records,
 - e) reporting on employment-related matters,
 - f) producing certificates of employment,
 - g) handling all the matters related to sick notes,
 - h) handling all the matters related to concluding and terminating employment contracts,
 - i) handling all the matters related to the National Centre's medical check-ups,
 - j) producing periodical reports in relation to labour law, employment and remuneration fund, including reports to the Central Statistical Office;
- 18) keeping records of fixed assets;
- 19) performing other tasks assigned by the Director or Chief Accountant.

Article 17. The tasks of the Legal Department are the following:

- 1) drafting contracts and memoranda of understanding;
- 2) developing and providing opinions on normative acts with regard to the Centre's tasks;
- 3) providing opinions and legal advice as well as clarifications on enforcing the law in the field of counteracting addictions;
- 4) providing legal assistance for regional and local authorities in matters related to the performance of tasks of counteracting addictions;
- 5) representing the Centre at court and administrative proceedings;
- 6) performing other tasks assigned by the Director or Deputy Director for Management.

Article 18. The tasks of the Administrative Department:

- 1) administering the Centre's fixed assets;
- 2) developing plans for the Centre's material needs in terms of fixed assets, equipment, office supplies and detergents;
- 3) coordinating purchases of fixed assets and equipment, office supplies, detergents and press as well as dispensing thereof to the personnel in the respective organizational units for use;
- 4) running the Centre's secretarial office;
- 5) providing secretarial services for the respective organizational units and the Centre's independent post;
- 6) keeping attendance records of the Centre's personnel as well as records of office errands;
- 7) coordinating the performance of assigned tasks with regard to the protection, archiving, administration of the Centre's IT system and network as well as the management of the Centre's car fleet;
- 8) completing and storing legal acts and other documents concerned with the Centre's operation as well as keeping records of issued ordinances;
- 9) keeping the Centre's archives and exercising supervision over the archiving of documents;
- 10) coordinating activities related to the management control;
- 11) administrative services for the Council for Counteracting Addictions, hereinafter referred to as the "Council", including:
 - a) organizing the Council's sessions,
 - b) preparing materials for the Council's sessions,
 - c) taking the minutes of the Council's sessions,
 - d) handling the Council's correspondence on an ongoing basis,
 - e) archiving the Council's documentation;
- 12) performing other tasks assigned by the Director or Deputy Director for Management.

Article 19. The tasks of the Independent Post of Foetal Alcohol Spectrum Disorder (FASD) are the following:

- 1) undertaking interventions aimed at reducing the risk of alcohol consumption by pregnant women – universal, selective and indicated prevention of Foetal Alcohol Spectrum Disorder, hereinafter referred to as “FASD”;
- 2) improving the knowledge of specialists on harm caused by alcohol consumption by pregnant women, particularly through organizing conferences, seminars and training courses as well as developing and distributing educational materials;
- 3) developing and disseminating standards and procedures for FASD diagnosis and assistance for FASD children;
- 4) establishing and supporting the development of the system for assisting FASD children and their families;
- 5) collecting, conducting and disseminating research on FASD;
- 6) cooperating with non-governmental organizations, regional and local authorities as well as foreign and international institutions and entities in the field of FASD;
- 7) performing other tasks assigned by the Director.

Article 20. The circulation of documents within the Centre, including financial and accounting documents is governed by separate provisions.