



CENTRUM
CYFROWE

Annual report 2020

Centrum Cyfrowe Foundation

Key data

[Mission of Centrum Cyfrowe Foundation](#)

[Strategic objectives of Centrum Cyfrowe Foundation](#)

Financial data

Open Culture

[Culture on the web](#)

[Sulejówek in the neighbourhood](#)

[#Take It Easy](#)

[inDICEs: measuring the impact of digital cultural heritage](#)

[Open Zachęta](#)

Open Education

[Lessons on the web](#)

[Remote education research – 1st and 2nd edition](#)

[Open Education](#)

[Social Education in the library](#)

[Social Education for the climate](#)

Advocacy

[Social Tech](#)

[Advocacy in the Communia network](#)

Key data

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Legal & tax identification:

KRS: 0000581817 (date of entry: 22.10.2015)

NIP: 525 263 30 78

REGON: 362801136

Management:

President of the Management Board: Aleksander Tarkowski, PhD, residing in Warsaw (02-536) ul. Ludwika Narbutta 17 m.5

Member of the Management Board: Aleksandra Janus, residing in Warsaw (00-681) ul. Hoża 39 m.110

Member of the Management Board: Magdalena Biernat, residing in Warsaw (02-598) ul. Jarosława Dąbrowskiego 116 m.20

Management Board resolutions:

In 2020, the Management Board adopted three resolutions:

- Management Board Resolution No. 1/2020 of 02 January 2020.

Pursuant to the rights arising from par. 21 of the Articles of Association, and based on § 8 (2) of the ordinance of the Minister of Labour and Social Policy of 1 December 1998 on safety and hygiene of work in the workplaces equipped with screen monitors (Journal of Laws No. 148, item 973), the Management Board decides as follows:

1. Employees of the Centrum Cyfrowe Foundation who use screen monitors at work for at least half of their daily working time are entitled to reimbursement of costs for the purchase of glasses intended for computer work if, on the basis of examinations carried out as part of preventive health care (initial, periodic and control examinations), they received a certificate stating that they need to use them.
2. In the event of a change in the defect of vision necessitating a change of glasses earlier than the date set by the doctor for the next preventive examination, the employee may submit to the Members of the Management Board a reasoned request for a referral for an additional

preventive examination with an indication that an eye examination should be carried out.

3. In order to be reimbursed for the purchase of glasses for computer work, the employee must submit:
 - a. a claim for reimbursement of the cost of glasses (Appendix 1)
 - b. certificate of the need for glasses while working on a computer, issued by an ophthalmologist as part of preventative health care,
 - c. a personalised proof of purchase: a VAT invoice/bill documenting the purchase.
 4. The amount of the refund for corrective glasses shall not exceed PLN 300.00.
 5. The employee is entitled to a refund at least once every 2 years.
 6. The resolution shall enter into force on the date of its adoption.
- Management Board Resolution No. 2/2020 of 02 January 2020.

Pursuant to the rights arising from par. 21 of the Articles of Association and Art. 10 (2) of the Accounting Act of 29 September 1994, the Management Board introduces, as of 2 January 2020, an update of the documentation describing the accounting principles (policy) adopted by Centrum Cyfrowe Foundation in the scope of the chart of accounts adopted for the year 2020.

 1. The updated accounting policy is attached as Appendix 1 to this Resolution.
 2. The resolution shall enter into force on the date of its adoption.

Appendix No. 1 to the Resolution of the Management Board No. 2 of Centrum Cyfrowe Foundation:

ACCOUNTING POLICY

Centrum Cyfrowe Foundation in Warsaw

I. Legal basis

Centrum Cyfrowe Foundation keeps its accounts in accordance with the Accounting Act (hereinafter referred to as 'the Act'), the regulations issued on its basis and the Act on Public Benefit Activity and Volunteerism.

1. To the extent not covered by the Accounting Act, Centrum Cyfrowe Foundation shall apply national accounting standards. The application

of national accounting standards may not be in conflict with the Accounting Act and/or the Executive Regulation.

2. To the extent not regulated by the above acts, Centrum Cyfrowe Foundation applies the International Accounting Standards.
3. If significant issues raised by the Foundation are not covered by the above acts, the head of the entity decides in writing on the solution to be applied and describes this solution in the notes when preparing the financial statement.

II. Reporting periods

1. The financial year is the calendar year and is also used for tax purposes.
2. The reporting period is one month (Article 3(8) of the Act).
3. Provisions and write-downs are made at the end of subsequent reporting periods, with the exceptions provided for in this accounting policy.

III. Accounts

1. The accounts may be kept by Centrum Cyfrowe Foundation in-house or contracted to a specialised entity.
2. The accounts shall include:
 - a) the journal,
 - b) general ledger accounts,
 - c) trial balance,
 - d) subsidiary ledgers.
3. The books of account are kept in computerised form, using the following programmes: 'WF-Fakir for Windows' - the main programme used to record all economic operations in an analytical-synthetic form. Analytics of fixed assets and intangible assets, their depreciation and amortisation is carried out using the program 'WF-KaPeR for Windows'. Changes in fixed assets and intangible assets are made simultaneously in 'WF-Fakir for Windows' and 'WF-KaPeR for Windows' programmes. Settlements of wages and salaries and civil law contracts are carried out

using the 'WF-Gang for Windows' programme, while entries once a month on the basis of collective printouts of wages and salaries and settlements with the budget are entered into analytical accounts of the 'WF-Fakir for Windows' programme.

4. The list of collections created by the programs 'WF-Fakir for Windows', 'WF-KaPeR for Windows', 'WF-Gang for Windows', is contained in the instructions for use of the above programmes.
5. Accounting programmes run under the Microsoft Windows operating system in various versions of this programme.
6. Centrum Cyfrowe Foundation maintains a corporate chart of accounts compliant with the model chart of accounts published by Wydawnictwo Expert and authored by Marian Pałka.
7. The corporate chart of accounts is set out in Appendix No. 2.
8. Centrum Cyfrowe Foundation introduces the following sets of accounts into the corporate chart of accounts:
 - a) Group 0 - Fixed assets,
 - b) Group 1 - Cash, bank accounts and other short-term financial assets,
 - c) Group 2 - Settlements and claims,
 - d) Group 3 - Materials and goods,
 - e) Group 4 - Costs by type and their settlement,
 - f) Group 5 - Costs by type of activity and their settlement,
 - g) Group 6 - Accruals and deferred income,
 - h) Group 7 - Revenues and costs of revenues,
 - i) Group 8 - Own capitals (funds), special funds, reserves and financial result.
9. Data protection:
 - a) Data protection consists of creating a copy of all data sets using the 'Entebakup' programme to a file on an external medium – a hard drive. The backup is made daily.

- b) The person responsible for making backup copies is the system administrator. Security of access to data and the data processing system is based on the introduction of an access code for individual users of the programme.
- c) Data protection while working with the programmes is ensured by:
 - the use of a system of identifiers and passwords known only to users of the programme,
 - defining individual rights of employees with regard to the use of particular modules, functions and programme resources,
 - appointment of a programme administrator responsible for system archiving, back up, server operation and equipment power supply,
 - storing installation software, licences and programme documentation in a secure room.
 - Accounting documents of the current and previous year are kept in the accounting office of DEM Sp. z o.o., while those of previous years are kept in the archives of Centrum Cyfrowe Foundation.

IV. Fixed assets and intangible assets

1. Fixed assets and intangible assets are considered to be assets, referred to in Article 3 (1)(15) and (14) of the Accounting Act, whose purchase price is higher than PLN 10,000.00.
2. The initial value of fixed assets is increased by the costs of their improvement (reconstruction, extension, modernisation or refurbishment), provided that this increases their usable value and the costs of these improvements exceed PLN 3,500.00.
3. Low-value fixed assets are assets whose unit value is higher than PLN 3,500.00 and does not exceed the amount of PLN 10,000.00.
4. Centrum Cyfrowe Foundation uses the straight-line method for the depreciation of tangible and intangible assets, and establishes depreciation rules, rates and periods, taking into account the useful economic life of the tangible and intangible assets.

5. Depreciation of tangible and intangible assets shall begin in the month following the month in which they are brought into use.
6. Fixed assets and intangible assets with a low initial unit value not exceeding the limit of PLN 10,000.00 are depreciated in a simplified manner (i.e. in 100% in the month in which they are put into use).

V. Domestic cash

Domestic cash in hand and on bank accounts is valued at its nominal value.

VI. Receivables

1. Centrum Cyfrowe Foundation calculates interest for the delay in payment of receivables. Charging interest is not obligatory and depends on the legal and financial situation of the counterparty (when it is likely to be received).
2. Allowances for trade receivables are made (subject to Article 35b of the Act):
 - a) after 18 months from the due date – for private customers.
 - b) after 12 months from the due date – for other counterparties.
3. An allowance is made for the amount not covered by the security.

VII. Stocks

1. Centrum Cyfrowe Foundation keeps value records for all inventories.
2. Inventories are valued at the date of acquisition at cost.
3. The Foundation's inventories are not subject to further processing and are written off on the date they are consumed.

VIII. Accruals and deferred costs

The Foundation makes the following accrued expenses:

- 1) prepaid expenses, if they relate to future reporting periods at purchase price - documented,
- 2) accrued expenses at the amount of probable liabilities falling due in the reporting period, arising in particular from:

(a) from services provided but not invoiced to the Foundation by suppliers whose liabilities can be reliably measured,

(b) accrued but unused annual leave plus social security contributions, expected retirement benefits, etc.

Liabilities recognised as accrued expenses and the rules for determining their amount should result from an analysis of the cases arising.

Write-offs of prepaid and accrued expenses should be made according to the specificity and lapse of time. However, the time and manner of settlement should be justified each time by the nature of the costs being settled, while preserving the prudence of valuation.

Liabilities recognised as accrued expenses increase the costs of the reporting period and do not increase costs in the periods in which they are incurred.

IX. Liabilities

Liabilities are recognised in the accounts at the amount payable, whereby financial liabilities, whose settlement under the contract is by the issue of financial assets other than cash or by exchange for financial instruments, are recognised at fair value.

X. Valuation of foreign currency assets and liabilities

1. As at the balance sheet date, assets and liabilities expressed in foreign currencies are valued at the average exchange rate announced by the National Bank of Poland on the last day of the financial year.
2. During the financial year:
 - a) transactions of selling and buying of currencies and transactions of paying liabilities and receivables are valued at the buying or selling rate of the bank whose services are used by Centrum Cyfrowe Foundation,

- b) other operations are valued at the average rate of exchange of the National Bank of Poland (NBP) on the last business day preceding the date on which the revenue is received or the cost incurred, unless another rate has been determined in a customs declaration or other document binding on the entity.

XI. Financial statement

1. The financial statement shall be prepared as of the date of closure of the accounting books and as of any other balance sheet date.
2. The approval of the accounts by the approval authority shall take place within 6 months of the balance sheet date.
3. The financial statements consist of:
 - a) Introduction to the financial statements,
 - b) Balance,
 - c) Profit and loss account,
 - d) Additional information and explanations.
4. Records of costs are kept by nature and by function.
5. Centrum Cyfrowe Foundation uses the comparative variant of the profit and loss account.
6. The figures in the report shall be expressed in zloty and grosz (PLN values).

XII. Rules for determining the Foundation's financial result

1. The Foundation's financial results include:
 - a) operating profit,
 - b) result on financial operations,
 - c) obligatory encumbrances on the financial result due to corporate income tax and possibly equivalent payments – resulting from separate regulations.
2. Operating result is the difference between net revenue from sales of products, services, goods and materials, including discounts, rebates and other increases or decreases in revenue, and other operating income, and the value of products, services, goods and materials sold at cost of manufacture, at acquisition prices – less other operating expenses.

3. The result from financial operations arises from the difference between financial income – in particular from: dividends, interest earned, gains on disposal of investments and their revaluation, foreign exchange gains – and financial expenses incurred on account of: losses from the disposal of investments and their revaluation, excess exchange rate losses, interest, commissions, etc.
4. The net financial result of the Foundation, determined in this way, shall be presented, as a rule, in a comparative profit and loss account, which follows from the Foundation's chart of accounts and from the adopted accounting principles (policy).

XIII. Valuation of assets and liabilities against threat to the continuation of the foundation's activities

If there is a threat to the Foundation's ability to continue as a going concern, assets should be measured at net realisable value, no higher than their acquisition price or production cost, less accumulated depreciation and impairment losses.

In such a situation, the Foundation is required to make a provision for expected additional costs and losses caused by the discontinuance or loss of the ability to continue as a going concern.

The valuation of assets at net realisable sales prices and the creation of provisions should be carried out:

- a) on the day before the Foundation goes into liquidation or bankruptcy,
- b) at the end of the financial year if the Foundation does not intend to continue its activities at the date of approval of the financial statements for the financial year,
- c) at the end of the financial year falling within the period of the liquidation or bankruptcy proceedings and on the day before the transfer, division or sale of the Foundation pursuant to the relevant agreement.

The valuation differences and the equivalent of the created reserve should be taken to the revaluation reserve. In the absence of such capital, valuation differences reduce equity.

In the event of the initiation of reorganisation proceedings or a change in the Foundation's legal form, there should be no grounds for considering that the possibility of the Foundation continuing as a going concern is at risk.

- Management Board Resolution No. 3/2020 of 02 January 2020.

The Foundation was established to support:

- a) the development of the digital society,
- b) projects to promote and protect human rights, freedoms and civil liberties and to support the development of democracy,
- c) activities promoting European integration and developing contacts and cooperation between societies,
- d) activities supporting economic development, including the development of entrepreneurship,
- e) activities supporting the development of local communities,
- f) science, education and upbringing,
- g) culture, art, protection of cultural goods and national heritage.

The Foundation pursues its statutory objectives by initiating, conducting and supporting (organisationally, materially or financially):

- a) conferences, educational seminars, debates, training sessions and other events in the field of economics, humanities, social sciences and the environment,
- b) research and development in the above field,
- c) advice and implementation work on the use of modern technologies,
- d) education in the above field,
- e) development and implementation of social projects and campaigns.

For the purpose of achieving its statutory objectives, the Foundation carries out business activities in the subject matter:

- a) Activities related to software (PKD 62.01.Z);
- b) Activities related to the management of IT devices (PKD 62.03.Z);
- c) Other information technology and computer service activities (PKD 62.09.Z);
- d) Data processing; hosting and related activities (PKD 63.11.Z);
- e) The activity of internet portals (PKD 63.12.Z);

- f) Other information service activities not elsewhere classified (PKD 63.99.Z);
- g) Other technical testing and analysis (PKD 71.20.B);
- h) Scientific research and development work in the field of other natural and technical sciences (PKD 72.19.Z);
- i) Research and development work in the field of social sciences and humanities (PKD 72.20.Z);
- j) Other business and management consultancy activities (PKD 70.22.Z);
- k) Market and public opinion research (PKD 73.20.Z);
- l) Activities related to the organisation of fairs, exhibitions and congresses (PKD 82.30.Z);
- m) Activities of cultural facilities (PKD 90.04.Z);
- n) Activities of other non-school forms of education not elsewhere classified (PKD 85.59.B);
- o) Activities of professional organisations (PKD 94.12.Z);
- p) Activities of other membership organisations not elsewhere classified (PKD 94.99.Z);
- q) Activities supporting education (PKD 85.60.Z).

Mission of Centrum Cyfrowe Foundation

Centrum Cyfrowe cares about the social dimension of digital transformation. Together with experts and practitioners open to change, the Foundation creates space for new ideas, skills and tools development. It strives to ensure that in the relationship between people and technology, social interest always comes first.

Strategic objectives of Centrum Cyfrowe Foundation

Competent users. We support the development of competences related to openness and interaction.

Open institutions. We make institutions more open in pursuit of their social mission.

Good regulation. We work to adapt regulations and use legal tools to support user needs and rights related to open content circulation on the internet.

The social dimension of technology. We diagnose social and cultural changes occurring in society under the influence of digital technologies. We introduce a civic perspective to the discourse on technology, concern for openness and the common good.

Financial data

1. The amount of revenue received, distinguishing between its sources and the form of payment.

Revenue, by source (PLN)		Share %	Form of payment
Total revenue:	2,577,140.77	100%	transfer
Statutory, including:	2,234,118.19	86.69%	transfer
Unpaid statutory activities	0.00		n/a
Grants from public sources	348,595.79		transfer
Grants from EU sources	806,928.76		transfer
Other grants	1,078,593.64		transfer
Financial income	31,695.49		interest, exchange differences
Other operating income	69,875.82		transfer
Economic activity: domestic sales	68,900.00	2.67%	transfer
Economic activity: foreign sales	172,551.27	6.70%	transfer

2. The amount of the costs incurred, distinguishing the form of payment.

Costs (PLN), including:	2,531,925.75	Form of payment
Implementation of statutory objectives	2,165,874.30	transfer
Administrative	39,722.02	transfer
Economic activity	92,659.47	transfer
Other costs	233,669.96	transfer

3. The number of persons employed by the Foundation, broken down by positions held and distinguishing those employed only in the form of sole entrepreneurship.

	Staff employed
In office jobs	14
In manual jobs	0
Only in sole entrepreneurship	0
TOTAL	14

4. The total amount of remuneration paid by the Foundation, broken down into salaries, awards, bonuses and other benefits, distinguishing the total of these salaries of persons employed only in the form of sole entrepreneurship.

Total gross salaries (PLN), including:	945,310.32
Base	921,613.11
Bonuses	7,510.50
Awards	15,646.71
Other benefits	540.00
of which: wages and salaries of persons employed only in sole entrepreneurship	0.00

5. The amount of the annual or average monthly remuneration paid in total to the members of the Management Board and other Foundation bodies and to persons employed only in the form of sole entrepreneurship, with a breakdown into salaries, awards, bonuses and other benefits.

Total gross remuneration paid to members of the Management Board and other Foundation bodies (PLN)	371,231.83
Base	360,176.07
Awards	8,609.37
Bonuses	2,446.39

Other benefits	0.00
of which: wages and salaries of persons employed only in sole entrepreneurship	0.00

6. Remuneration for contracts of mandate.

Gross remuneration for contracts of mandate (PLN)	346,566.82
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7. Information on cash loans granted by the Foundation, broken down by amount, with an indication of the borrowers and the conditions under which the loans were granted and the statutory basis for granting such loans.

They did not occur.

8. Information on amounts held in payment accounts, with indication of the bank in case of a bank account, or the cooperative savings and credit union in case of an account held with a member of a cooperative savings and credit union, and the amounts held in cash.

Bank name	Balance as at 31.12.2020 (PLN)
Bank Polska Kasa Opieki Spółka Akcyjna	
63 1240 1040 1111 0010 8992 5604	13,837.74
31 1240 1040 1111 0010 8992 5792	210,346.84
86 1240 1040 1111 0010 9835 1483	45,988.08
83 1240 1040 1111 0010 9835 1731	1.54
15 1240 1040 1978 0010 8992 6089	218,667.54
47 1240 1040 1787 0010 8992 6236	792,117.75

Centrum Cyfrowe Foundation does not operate a cash register.

9. Value of the bonds acquired and the volume of the shares subscribed or acquired in the companies under commercial law, with an indication of the companies concerned.

They did not occur.

10. Properties acquired, their purpose and the amounts spent on such acquisition.

They did not occur.

11. Other fixed assets acquired.

They did not occur.

12. Values of the Foundation's assets and liabilities in the relevant financial statements drawn up for statistical purposes.

Assets	Amount (PLN)
Fixed assets	21,999.88
I. Intangible assets	21,999.88
II. Tangible assets	0.00
III. Long-term receivables	0.00
IV. Long-term investments	0.00
V. Long-term accruals and deferred income	0.00
Current assets	1,423,721.09
I. Stocks	0,00
II. Short-term receivables	142,761.60
III. Short-term investments	1,280,959.49
IV. Short-term accruals and deferred income	0.00
Called-up subscribed capital (fund)	0.00
Own shares (interests)	0.00
TOTAL	1,445,720.97

Liabilities and provisions for liabilities	Amount (PLN)
Current liabilities	96,532.95
Accruals and deferred income	1,245,216.98
TOTAL	1,341,749.93

13. Activities commissioned to the Foundation by state and local government entities (services, state commissioned tasks and public procurement) and the financial result of these activities.

Entity	Value (PLN)
STATE ETHNOGRAPHIC MUSEUM IN WARSAW	5,200.00
Municipal Public Library in Sulejówek	47,200.00
Copernicus Science Centre	1,200.00
Royal Łazienki Museum in Warsaw	1,500.00
NATIONAL INSTITUTE OF MUSEOLOGY AND PROTECTION OF COLLECTIONS	3,000.00
Total	58,100.00

14. Foundation's accounts for outstanding tax liabilities, as well as the tax returns submitted.

In connection with the allocation of the entire profit for the statutory scientific, educational and cultural activities, Centrum Cyfrowe Foundation is not a payer of income tax. The annual tax return CIT-8 was submitted on 29.06.2021 to the appropriate Tax Office.

15. Information as to whether the Foundation established under the Law of 6 April 1984 on foundations is an obliged institution in the meaning of the Law of 1 March 2018 on the prevention of money laundering and terrorist financing (Journal of Laws items 723, 1075, 1499 and 2215).

Centrum Cyfrowe Foundation is not an obliged institution in the meaning of the Act of 1 March 2018 on the prevention of money laundering and terrorist financing (Journal of Laws items 723, 1075, 1499 and 2215).

16. Information on the receipt or payment by the Foundation established under the Law of 6 April 1984 on foundations of a cash payment with a value equal to or exceeding the equivalent of €10,000, whether the payment is made as a single operation or as several operations which appear to be linked, together with an indication of the date and amount of the operation.

They did not occur.

17. Was an audit carried out at the Foundation during the reporting period? If so, please provide its results.

It did not occur.

Open Culture

Culture on the web

Target group

Cultural personnel and institutions organising the activities of cultural institutions creating policies and financial programmes regulating their operation, as well as representatives of the third sector carrying out activities with a cultural profile.

Description of activities

As part of the project, we implemented a programme of activities aimed at supporting cultural staff in carrying out digital projects (including those involving the creation of digital tools): <https://otwartakultura.org/wiedza/warsztaty-i-szkolenia/transformator-kultury-webinaria/>

The entire programme was designed based on the [Culture Transformer](#) we had created in spring 2020 and consisted of 6 webinars on how to organise and run projects, exhibitions and other cultural events online as well as promote the collections of cultural institutions online. The webinars took place between 29 September and 26 October 2020. Each of them was recorded and made available on www.otwartakultura.org, accompanied by educational materials, published in the form of booklets prepared on the basis of the content presented during the webinar (materials can be downloaded in PDF version). In addition, as part of the programme, the experts leading the webinars also provided participants with consultations.

The project also included an exploratory study of cultural institutions during the pandemic, resulting in the report *Culture in the Pandemic* which sheds light on the key challenges faced by cultural staff during the global COVID-19 pandemic: <https://centrumcyfrowe.pl/raport-kultura-w-pandemii/> The report premiered on 12 April 2021 at an online event attended by members of the research team and invited guests, including NCK Director Professor Rafał Wiśniewski, Deputy Director of Zachęta – National Gallery of Art Olga Wysocka PhD, and IKM Director Aleksandra Szymańska. The event was attended by 139 people.

The webinars and materials reached around 500 people directly during the programme, while they were also used afterwards by subsequent users and are still in use and available online today.

The grant from the NCK received under the 'Culture on the web' programme amounted to PLN 71,000 gross.

KULTURA

W SIECI

Jak skutecznie prowadzić projekty kulturalne online?

Zapraszamy na cykl 6 webinarów, o tym jak organizować i prowadzić projekty, wystawy i inne wydarzenia kulturalne w sieci oraz promować zbiory i kolekcje instytucji kultury online.

1



29.09

Tworzenie strategii produktów IT w odniesieniu do celów instytucji

2



1.10

Metodyki, etapy i narzędzia prowadzenia prac IT w instytucjach kultury

3



6.10

Wątki prawne związane z wyborem dostawcy i zawieraniem umów IT

4



13.10

Narzędzia i sposoby organizowania wydarzeń kulturalnych online

5



19.10

Dostępność narzędzi, stron internetowych, wydarzeń online dla osób z niepełnosprawnościami

6



26.10

Metody, techniki i narzędzia pomagające zorganizować pracę pracowników instytucji kultury online



superskrypt



Dofinansowane ze środków Narodowego Centrum Kultury w ramach programu „Kultura w sieci”

Sulejówek in the neighbourhood

Target group

The local community of Sulejówek, located in the suburbs of Warsaw, including local activists and representatives of other local institutions, as well as current, former and future residents of Sulejówek.

Description of activities

The team of the Studio of Opening Culture (www.otwartakultura.org) has realised, according to their methodology, a web service under the title ‘Sulejówek po sąsiedzku’ (<https://sulejowekposasiedzku.pl/>). This website is the next step in the activity of the Social Archive of Sulejówek – a partnership venture of the Municipal Public Library in

Sulejówek, the Józef Piłsudski Museum in Sulejówek and the Society of Friends of Sulejówek, which started in 2016.

Thanks to the creation of the service, the inhabitants and local history enthusiasts have been provided with materials on local history: people, institutions and places, which make it possible to save the personal stories of the inhabitants, write down memories and describe memorabilia.



The project was funded by the Ministry of Culture, National Heritage and Sport as part of the Digital Culture programme. The Studio of Opening Culture had at its disposal a budget of PLN 47,200 gross for the realisation of the service.

#Takeiteasy

Target group

Young people aged 13-25, internet users, youtubers. People living in Poland and the Netherlands.

Description of activities

The social-information campaign #Takeiteasy was co-financed by the EUIPO. Its aim was to increase the knowledge of copyright, Creative Commons licences and the public domain among young people. Originally, the campaign was to take place at large music festivals such as the Open'er Festival, but the pandemic and subsequent lockdowns thwarted these plans. The campaign was therefore moved entirely online – to social media. All materials created during the campaign have been licensed under CC and can be freely used.

The campaign resulted in the creation of:

- 5 explainer videos in Polish and one in English on copyright, the Creative Commons licences and the public domain. The English video was aimed at people living in the Netherlands and dealt with general copyright issues. The videos were played on YouTube. They can also be freely downloaded by users and included in their materials.
- An online performance by the Comedy Club, which staged scenes from Marta Dymek's book 'Jadłonomia po polsku'. Marta found the recipes for her latest book in old cookbooks that can be found in the public domain. During the performance, the

audience could experience the wealth of the public domain and the variety of its materials.

- An article in NOIZZ, where Marta Dymek explains how and where she searched for materials for her book 'Jadłonomia po polsku' in the public domain.
- Two films on the channel of the youtuber duo Jakbyniepaczec: the first one explaining how copyright law works on the internet, and above all on YouTube, the second one being a Q&A, during which the lawyer Magdalena Miernik answered questions left by internet users under the first film.
- An online meeting on the channel of blogger Rafał Hetman, who talked to the writing and marriage duo Jacek Dehnel and Piotr Tarczyński about how they work on their joint detective stories written under the pseudonym Maryla Szymiczkowa and where they look for information and inspiration in the public archives.
- An article by Jacek Dehnel on where in publicly accessible archives writers can look for information and inspiration for their books.
- Online meeting with lawyer Natalia Mileszyk on copyright, public domain and Creative Commons licenses.
- A joint action with the Youth Climate Strike, which produced 3 videos on climate change showing how to use public domain materials and CC licences to create a social campaign.
- Instagram Filters #ZeroWasteCulture created in collaboration with MSK of Copenhagen and the National Museum in Warsaw, featuring elements from Józef Mehoffer's paintings 'Strange Garden' and Ottmar Elliger I, 'Still Life' available in the public domain.
- Online workshop as part of Pol'and Rock Festival on how to create your own filters on Instagram using public domain materials.
- An article prepared by Karolina Sulej on how fashion designers look for inspiration in old magazines and archives available in the public domain, and how to look for inspiration for your own style.
- A Wordpress plugin explaining how to mark materials with CC licences.
- An infographic explaining how to use the Wordpress plugin.
- Two infographics that teachers and educators can download from the Foundation's website and use as a reference guide for key information about copyright and the public domain.
- A meeting and a live concert as part of the BigBookFestival, during the holidays, when cultural institutions and outdoor events were reopened. Aleksandra Janus and Noam Zylberberg discussed his musical inspirations in Polish-Jewish pre-war songs. Noam's band also performed his arrangements of pre-war songs.
- Public Domain Day – a live event held at the Iluzjon Cinema and in collaboration with FINA in January 2020, just before the lockdown. The Comedy Club improvised scenes using pre-war public domain films.
- Online Public Domain Day for an audience from the Netherlands, organised jointly with the Free Music Archive, the Sound and Vision Institute in the Netherlands: a concert by DJ Marco, who played contemporary music released under CC licences, and a discussion with Paul Keller (Communia / IViR), Hessel van Oorschot (Open Nederlands / Tribe of Noise), Ariadna Matas (Europeana), and Brigitte Vézina

(Creative Commons), on the impact of technology on the cultural sector in the EU and EU activities in this area.

- Gifs that can be used during a conversation e.g. on Messenger, available at Gimphy.com.
- Information campaign on Facebook, Instagram and Twitter

Impact/change that has occurred due to the activities

In the campaign, we provided information on copyright in a format tailored to the tastes of young people, which resulted in a wide reach of the campaign. The understanding of copyright law among young people increased – not only in terms of obligations, but also in terms of knowing how to use free licences and the public domain. Cooperation with youtubers and influencers ensured that the campaign reached people who are not normally interested in copyright law.

Reach (how many people we reached)

Facebook reach PL: 853,765

Facebook reach NL: 28,024

Twitter reach PL: 54,1517

Instagram reach NL: 33,243

Instagram reach PL: 114,210

Instagram reach NL: 5,425

YouTube reach PL: 154,338

YouTube reach NL: 3,080

Reach in traditional media: 200,706

Gifs: 1,509,095

Number of infographics downloaded - 502

Number of people who attended live events: 120

Number of people who visited the project pages: 21,424

+/- project budget PLN 200,077.48



inDICEs: measuring the impact of digital cultural heritage

Target group

Staff of European cultural institutions, public policy makers, representatives of creative industries, officials and researchers working on digital cultural heritage.

Description of activities

inDICEs is a three-year project funded under Horizon 2020 programme, carried out by a broad consortium of institutions and organisations from across Europe (<https://indices-culture.eu/>). In 2020, the Centrum Cyfrowe team participated in the activities of the whole consortium, conducting legal and economic analysis, as well as analytical activities focused on new approaches to defining the value and social impact of digital heritage resources. We participated in many meetings, conferences and workshops – both gathering representatives of the consortium and broader audiences. The work of Centrum Cyfrowe at 'Work Package 3: Policy and change management' resulted in a report on the value of digital cultural heritage that offers an innovative approach to measuring the value and social impact of digital heritage resources, which is available on the project website: <https://indices-culture.eu/deliverables/>, along with a summary of the study: <https://indices-culture.eu/resources/>

So far, our workshops and online meetings have brought together around a few dozen people from all over Europe – representatives of the cultural sector, public policies and creative industries.

A grant of EUR 136,125 was awarded for the Centrum Cyfrowe's activities under this project.

Open Zachęta

Together with the Zachęta National Gallery of Art and the Zachęta Fine Arts Society, we are working to make the Zachęta collection and its materials as accessible as possible to everyone who might wish to use them, reducing barriers also for people with special needs.

Thanks to a grant from the Operational Programme Digital Poland we became a partner and technological implementer for the project's beneficiary, the Zachęta National Gallery of Art. In the years 2020-2023, together with the Zachęta Gallery and the Zachęta Fine Arts Society we are implementing a project aimed to digitise and make available their collections as well as to create an IT system and tools for the public to share resources. This activity is in line with the existing activities of the Studio of Opening Culture and the assumptions of the Culture Transformator we developed in 2019-2020.

Open and accessible Zachęta

The aim of the project is to make Zachęta's collection and the accompanying contextual materials (exhibition catalogues, posters, etc.) as accessible as possible. This task is all the more important as Zachęta's collection is not presented on a daily basis in any permanent exhibition. As the partner responsible for IT activities in the project, in the first step together with Zachęta we will focus on improving the system for storing and providing access to digital resources, and in the second step – on creating tools addressed to specific target groups. We have defined two groups for which we will create tools: the first one are people connected with formal education, the second one – people with disabilities.

Our role in the project

The project will also provide an opportunity to test and implement model IT solutions that are in line with the idea of openness and accessibility that Zachęta and Centrum Cyfrowe have been promoting for years. As a technological partner and implementer, we are responsible for the entire process of preparing Zachęta's new IT platform, including the related digital tools. We participate in all stages of the process, starting with an audit of the current tools and infrastructure, through interviews and identification of needs and selection of the best tools for their implementation. We know what is important for a cultural institution and are able to skilfully combine these requirements with the specific language of programmers, admins and developers.

Good standards and practices

The project will also provide an opportunity to test and implement model IT solutions that are in line with the idea of openness and accessibility that Zachęta and the Centrum Cyfrowe have been promoting for years. For the team at Studio of Opening Culture, this is an opportunity to adapt and apply the recommendations formulated in recent years, so far implemented in practice on a smaller scale, to a large project implemented by one of the leading Polish art institutions. That is why the project will include training sessions – not

only internal, but also ones in which representatives of other institutions will be able to participate. We hope that this will be an opportunity to exchange knowledge and promote good practice in the sector.

Total value of the project: PLN 7,384,688.10.

Open Education

Lessons on the web

Website:

<https://lekcjewsieci.pl/>, <https://www.youtube.com/c/Lekcjewsiecipl/playlists>

Target group:

- Chemistry, physics and biology teachers as well as students who used the materials themselves, mainly during remote education.

Description of activities:

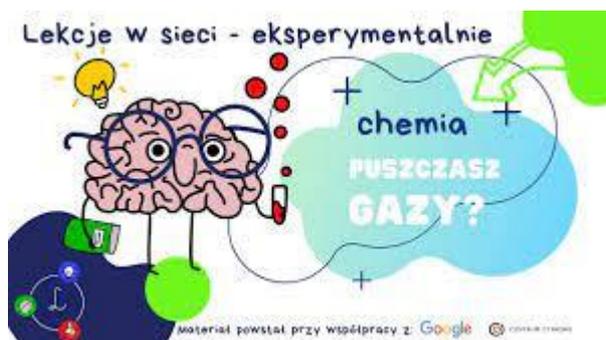
As part of the project, video lessons have been created with the support of Google and placed on the 'Lessons on the web' website. The lessons are available on free license, they are part of a comprehensive project of lessons adapted to remote learning, independent learning or with teacher support. A total of 33 lessons have been created, each with additional infographics and learning materials.

Impact/change that has occurred due to the activities:

The action supported a website which was created on the initiative of teachers during remote education. Thanks to our support, the website gained additional high-quality materials, resources for editing, post-production and music to make the materials more attractive to the audience.

Reach (how many people we reached) - lessons posted on youtube channel garnered up to 2k views.

Project budget: USD 27,000.



Remote education research - 1st and 2nd edition

Target group: people involved in education advocacy, NGOs involved in education, teachers, headmasters, educators, environments involved in Polish education.

Description of activities:

A study of remote education carried out in 2020 aimed to diagnose the situation of schools in the pandemic.

The first edition was conducted in April 2020, just after the government introduced remote education. The study consisted of two stages. In the first stage, a survey was conducted among a representative sample of 984 primary school teachers, and in the second stage, in-depth interviews were conducted with teachers.

The study showed that for the vast majority of teachers the transition to remote education was a major challenge and a daily struggle with issues ranging from hardware and technological limitations, through communication problems within the school, with parents and students, ending up with psychological issues.

The second edition of the study was conducted at the turn of September and October 2020. It concerned teachers' experiences of the 2019/20 summer term, which was mainly implemented remotely, and the assessment of schools' preparation for remote education in the 2020/21 school year. As in the first edition, the study was conducted in two stages – by means of a questionnaire among over 700 teachers and in-depth interviews with teachers. The group of respondents was expanded to include secondary and vocational school teachers.

The study showed that although teachers' digital competences have increased since the beginning of the pandemic, the intensity of the problems they face has not decreased.

The biggest challenges proved to be: time-consuming process of remote education, equipment shortages, as well as stress and fatigue. Among vocational school teachers, the lack of access to specialised equipment used for on-site learning caused the most problems.

The publication of the report from the second edition of the study was accompanied by the publication of expert commentaries. The results of the study were commented on by experts associated with Centrum Cyfrowe, the Civic Education Centre and the School with Class Foundation.

Impact/change that has occurred due to the activities: Published in May 2020, the report was the first such large study of remote education conducted during the COVID-19 pandemic in Poland. Data from both reports were widely quoted in the media and numerous publications on the current situation of education in Poland.

Reach: Around 70 people attended the online launch of the first edition of the report, where the results of the first study were presented.

Around 90 people attended the online launch of the second edition of the report, where the results of the second study were presented.

Website of the 1st edition of the study: 10,678 page views, 2,012 downloads of report I.
Website of the 2nd edition of the study: 2,441 page views, 2138 downloads of report II,
252 downloads of expert comments.

Summary page of both reports: 15,003 page views.

Project budget: PLN 54,500



Open Education

Target group:

activists, including activists from academia, advocates.

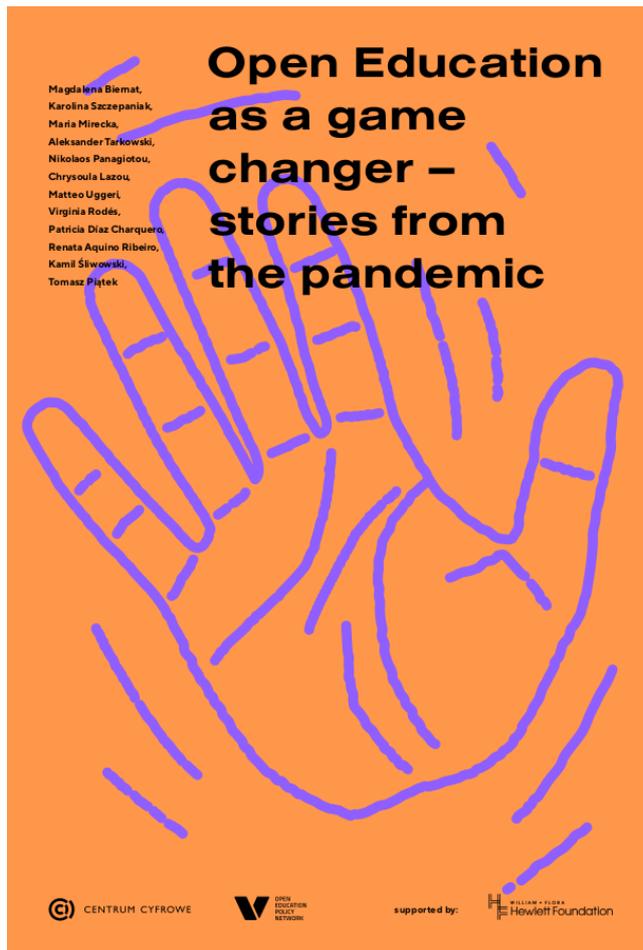
Description of activities:

As part of this project, we organised the Open Education Policy Forum which was a summary of the work on the report 'Open education as a game changer'. The online event was attended by around 100 people.

The report was produced in collaboration with specialists from Italy, Uruguay, Greece, Brazil and Poland. It described good practices related to open education during the pandemic. In addition to the launch of the report, the Forum hosted meetings and workshops on policy and further work on research shaping policymaking.

Within its activities, the open education team is developing an English version of the online course 'Open education resources in practice'. The course aims to present and promote the Social Education method among foreign activists and educators. The method itself was presented at a workshop during the OpenEd 2020 conference.

A large part of the project is the activity performed by the Open Education Cooperative, described in a separate section.



Social Education in the Library

Target group:

The recipients of the project are mainly librarians in public, school, academic and scientific libraries, as well as employees of community centres, teachers, and cultural animators.

Description of activities:

The library's Open Education Cooperative aims to increase digital competencies in adults, with an emphasis on those related to the creation of online materials as well as the use of online tools, conducting workshops and supporting the local community, and supporting online safety knowledge.

The following activities took place as part of the project:

- Online course 'Open educational resources in practice' – about 350 participants created open educational resources, learned how to find them on the internet, how to conduct and promote their own activities and materials. Volunteers could take part in an additional two-day online meeting focused on running workshops and activities in the library.

- Hybrid conference 'Digital Diversity' – during the conference participants could take part in a discussion with a panel of experts and foreign guests to learn about good practices from all over Poland presented by project participants. They could also participate in workshops conducted by trainers selected by us and by invited external guests. The conference was attended by approximately 250 people.
- Webinars – this year also saw 3 webinars open to the general public.
- Local workshops – 45 trainers, who were first trained by our partner Centre for Civic Education, conducted 135 local workshops for their communities. Some of the workshops took place online. All of them focused on increasing digital competences in adults.
- Mastercamp – as this is already the second year of the three-year project, we started to collect good practices which were used during this time by the project participants. To work on the materials, we invited selected, most active participants of our activities.

Project budget: PLN 1.7m over 3 years.



Social Education for the climate

max 1800 characters + graphics

Link to project: <https://spoledkurs.centrumcyfrowe.pl/zasoby/spoled-dla-klimatu/>

Target group: primary and secondary school teachers.

Description of activities: Social Education for the climate was the third edition of the project implemented within the framework of the activities of the Open Education Cooperative, aimed at teachers. We worked on topics related to climate education. Together we considered how to talk to pupils about climate change, nature conservation and responsible consumption. We discussed the missing educational materials which would be useful for teachers in their work, and what to do to make them friendly and effective. As part of the

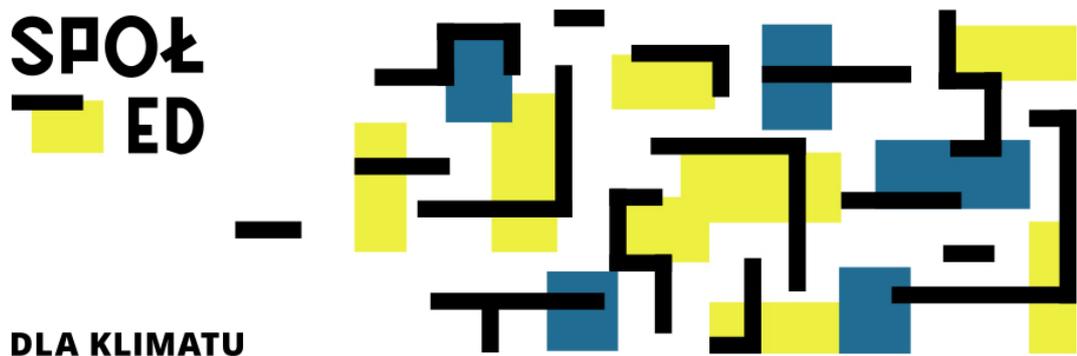
project, four weekend workshop meetings were held – two in stationary form and two (due to the worsening epidemic situation in autumn 2020) in remote form. Twelve teachers worked in three groups under the guidance of experienced mentors to create their own open educational resources.

Project outcomes: The project has produced three expanded open educational resources:

1. 'Climate Cards' (<https://spoledkurs.centrumcyfrowe.pl/zasoby/spoled-dla-klimatu/karty-z-klimatem/>) – a set of materials analysing various aspects of human activity and their impact on the climate.
2. 'Consumption and climate' (<https://spoledkurs.centrumcyfrowe.pl/zasoby/spoled-dla-klimatu/konsumpcja-a-klimat/>) – a set of studies showing how consumption is linked to the climate crisis.
3. 'Classroom with climate' (<https://spoledkurs.centrumcyfrowe.pl/zasoby/spoled-dla-klimatu/klasa-z-klimatem/>) – a pedagogical innovation which aims to provide basic knowledge on global warming, its mechanisms and consequences for the world of living beings, humans and society.

Reach: Social Education course page: 2,000 hits; the Foundation's website: 2,180 hits, FB: 2,763

Budget: approx. PLN 67,000.



Advocacy

Social Tech

Target group

Experts dealing with the social dimension of technology, journalists, columnists, public administration, policymakers.

Description of activities

The project was funded by the National Liberty Institute. The project resulted in:

- We created an analytical team selected in the recruitment process to study the social and cultural impact of digital technologies. For a year, the experts, together with the Foundation's employees, worked together on the issue of the social dimension of technology and implemented their own projects on the impact of technology on society. Their work resulted in publishing 7 reports.
- 6 reports outlining the impact of selected technologies on society:
 - 'Data commons. An alternative model for digital data management', Jan Zygmuntowski
 - 'Digital Transition States. Monitoring the digital society March-June 2020', Alek Tarkowski, Phd
 - 'From media to reality. What opportunities and threats does VR technology bring?', Ana Brzezinska
 - 'Polish universities in times of the pandemic', Marta Klimowicz, Phd
 - 'Criminal law measures to combat fake news', Kamil Mamak, Phd
 - 'People, technologies, future. Final Report of the Social Tech Project', Alek Tarkowski, PhD, Aleksandra Janus, PhD, Kamil Mamak, Natalia Mileszyk, Marta Klimowicz, PhD, Ana Brzezińska, Jan Zygmuntowski
- A series of webinars and seminars building a network of experts interested in the social dimension of digital technologies.
- A 5-episode podcast on #FriendsFuture covering five topics related to the impact of technology on the development of society. The podcast is available on Spotify, Google Podcasts and YouTube, among others.
- Social Tech Bulletin - a collection of texts sent out every few weeks highlighting the social impact of technology, particularly in the context of current events and the Covid-19 pandemic.

Impact/change that has occurred due to the activities

Introducing a social perspective to the discussion on technology – at expert level and among the media, through the promotion of reports in the traditional media.

Reach (how many people we reached)

Total number of downloads of all reports: 1,349

Number of people who visited all project sites: 6,548

Facebook reach: 247,633

Persons directly participating in webinars promoting the reports: approx. 245

Twitter reach: 29,976

YouTube reach: 990

Number of articles and interviews in traditional media: 86

- project budget PLN 181,106.29



Advocacy in the Communia network

As part of our activities in Communia, we have engaged in discussions on public policies, conducted analyses of legislation and its effects, and built awareness on the importance of the public domain. Our activities included publications, meetings, conferences, consultations, research, participation in public consultations, cooperation with other associations and entities in Brussels, Europe and worldwide. We also ran a dedicated project on the impact of copyright on education. We have also been active at the World Intellectual Property Organisation (WIPO) and the European Union Intellectual Property Office (EUIPO).