



INFORMACJA, al. Niepodległości 34, 61-714 Poznań, hol główny, tel.: 61 626 66 66; fax 61 626 67 44, e-mail: kancelaria@umww.pl

## Accessibility Statement

### Introduction

**Marshal Office of the Wielkopolska Region in Poznan (abbreviated as UMWW):**

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undertakes to ensure accessibility of its website in accordance with the provisions of the Act of 4 April 2019 on the digital accessibility of websites and mobile applications of public entities. [The accessibility statement applies to the website \[www.bip.umww.pl\]\(http://www.bip.umww.pl\)](#).

### Dates of publication and update

Website publication date: 2020-09-21. Last significant update date: 2022-03-28

### Status in terms of compliance with the Act

The website is **partially compliant** with the Act of 4 April 2019 on the digital accessibility of websites and mobile applications of public entities due to the following incompatibilities or exclusions:

- the service has too little contrast (between the background and the color of the element placed on it). UMWW is working to improve the inconvenience,
- not the whole content of articles published on the website is accessible digitally,
- not all documents made accessible for download are accessible digitally.

### Date of preparation of the Declaration and method of assessing digital accessibility

The statement was prepared on: 2020-09-21. Date of last review and update: 2024-03-15. The statement was prepared on the basis of a self-assessment conducted by a public entity.

### Keyboard shortcuts

You can use standard keyboard shortcuts on the website.



## Feedback and contact details

In case of problems with accessibility of the website, please contact us. The contact person is **Marta Mazurek**, email: [dostepnosc@umww.pl](mailto:dostepnosc@umww.pl). You can also contact us by calling the phone number **502 328 214**. You can also submit requests for access to inaccessible information and make requests to ensure accessibility in the same way.

## Information about the procedure

Pursuant to the Act of 4 April 2019 on the digital accessibility of websites and mobile applications of public entities, everyone has the right

- submit comments regarding the digital accessibility of a website or its element,
- submit a request to ensure the digital accessibility of a website or its element,
- request inaccessible information to be made accessible in an alternative form.

The request must include:

- contact details of the reporting person,
- indication of the website or website element to which the request relates,
- indication of a convenient form of providing the information, if the request concerns providing inaccessible information in an alternative form.

The notification should be considered immediately, no later than within 7 days. If it is not possible to ensure accessibility or provide access in an alternative form within the period, it should take place no later than 2 months from the date of notification.

If a public entity refuses to comply with a request to ensure accessibility or an alternative method of accessing information, the requesting party may file a complaint regarding the provision of digital accessibility of a website, mobile application or an element of a website or mobile application.

After exhausting the procedure indicated above, you can also submit an application to the Commissioner for Human Rights.

[Link to the website of the Commissioner for Human Rights](#)

## Architectural accessibility of the buildings of the Marshal Office of the Wielkopolska Region

### Niepodległości 34, 61-714 Poznań

#### Accessibility of entrance

The main entrance to the building is located at Niepodległości. The revolving door and the parallel door opened with a button for people with special needs are located on the same level as the area around the building. The entrance is generally accessible during Office hours, i.e. from Monday to Friday from 7.30 a.m. to 3.30 p.m.

#### Parking accessibility



There are two free public parking spaces designated for people with special needs at the building at św. Barbary. In the event of full occupancy, please contact the building security at the telephone number located on the facade opposite the parking spaces.

The building is accessed by paved access roads and textured paths for the blind. There are no difficulties with wheelchair access from the parking space to the access road leading to the building.

Near the building there are public transport stops marked "Marshal Office". You can get to the Office by bus number 168, 169 and 171.

## **Building accessibility**

In front of the entrance door to the building, a TOTUPOINT marker is installed, indicating the main entrance of the Marshal Office of the Wielkopolska Region in Poznan and providing information about the spatial layout of floors 0 and 1 of the building. In the building, on the left side of the entrance, there is a typhlomap providing information about the spatial layout of the building. On the ground floor of the building, opposite the main entrance, there is an Information Point, operated by an employee using sign language and equipped with an induction loop.

Access to higher floors is provided by a set of four passenger elevators adapted to people with special needs with voice information, located in the main hall. Selecting the appropriate floor is done via touch panels located on both sides of the four elevators. The elevator call panel has a button convenient for people with special needs. In the main hall there are stairs leading to the first floor, marked tactilely and in contrast in a way that facilitates movement for blind and visually impaired people. On the first floor there is the Main Information Point of European Funds, equipped with an induction loop and access to online sign language interpretation.

On floor 0 and on floors 2 to 11 there are sanitary and hygienic rooms adapted for people with special needs, equipped with a call system (bells). All sanitary and hygienic rooms on level 0 are described to be recognized by touch.

You can enter the building with an assistance dog and a guide dog.

The Marshal Office of the Wielkopolska Region in Poznan has developed procedures for the evacuation of people with disabilities.

If you are unable to reach a given room located on higher floors on your own, you can have an employee come down or provide help to get you to the given floor. To get help, contact an employee at the Information Point located in the main hall.

## **Niepodległości 16/18, 61-713 Poznan**

### **Accessibility of entrance**

The entrance for customers and employees to the building complex is the main entrance in building A. Entrances B and C are temporarily closed. In front of buildings A and C there is a pedestrian path along the street, marked with guide lines. Going perpendicularly from the street, you enter a square with 5 trees and green areas. Then there are 6 steps marked in contrasting colors. On the left side there is a ramp with handrails.

In front of the building itself, there are more stairs (6 steps). The first and last steps are marked in contrasting colors. You can bypass the stairs by turning left towards the office parking lot at the side wall of the building. The entrance from the parking lot to the landing leading to the entrance door is



wheelchair accessible. You can also get to the landing by climbing 6 steps at the Ojca Honoriusza Kowalczyka Street. The first and last steps are marked in contrasting colors.

The doors in building A are glazed, marked with warning stripes contrasting with the surroundings. The doors open automatically.

## **Parking accessibility**

There are public parking lots with spaces for people with disabilities near the building complex.

## **Building accessibility**

Behind the entrance door there is a vestibule with an accessible maneuvering area. On the left side there is a porter's lodge. Entrance through the second glazed door, marked with warning stripes contrasting with the surroundings, opens automatically to the hall, there are rectangular pillars there (three on the left and three on the right).

In the lobby on the right side there is an information point, you can report there after you enter the building. The employee at the information point will contact an employee of the appropriate organizational unit. Customer service takes place in a designated location. There is an induction loop at the information point in the lobby.

In the lobby on the right side there are 2 elevators adapted for people with disabilities. From the lobby there is a staircase with handrails on both sides leading to the mezzanine and upper floors.

In buildings A and C there are also staircases and elevators (at the connector of buildings B and C there is an elevator adapted for people with disabilities). Visitors can move around the connectors between the buildings (buildings A and B – on 5 floors, buildings B and C – on the ground floor and 3 floors).

In the B and C connector on the ground floor and 1st floor there are no architectural barriers, on the 2nd and 3rd floors there are stairs. There are platforms for people with disabilities by the stairs. The platforms are marked and equipped with operating instructions. There are no ramps. In the passage between buildings B and C there is an elevator adapted for people with disabilities.

Between the building's connectors on each floor there are glass doors marked with warning stripes that contrast with the surroundings.

A toilet for the disabled is located on the ground floor in the lobby and on the 1st floor on the mezzanine. The baby changing table is located in the ground floor toilet.

No touchpoint markers for the blind. Braille markings are present in elevators and at entrances to toilets.

The quiet service room for people with special needs is located in the lobby of building A near the information desk.

You can enter the building with an assistance dog.

[The building complex at Niepodległości 16/18, 61-713 Poznań can be reached by tram and bus. For precise location, click the link.](#)

## **Kościuszki 95, 61-716 Poznań**

### **Accessibility of entrance**



The main entrance to the building is located at the Kościuszki Street. The entrance to the building is on the same level as the area around the building. The building is accessed via paved access roads and textured paths. Access takes place via doors that open automatically. The doors open with the right wing, and the left wing can also be opened.

The entrance is publicly accessible during Office opening hours, i.e. Monday to Friday from 7.30 a.m. to 3.30 p.m.

### **Parking accessibility**

There is one designated parking space in front of the building for people with special needs. There are public parking spaces along the street where the building is located, including for people with disabilities.

### **Building accessibility**

The entrance door to the building opens automatically. Behind the entrance door there is a vestibule where the porter's lodge is located. Horizontal markers lead to the building from the parking space and from the entrance at the Kościuszki Street.

Access to the first floor for people with special needs is provided via a platform staircase.

On the first floor of the building there is a sanitary room adapted for people with special needs.

You can enter the building with an assistance dog and a guide dog.

If you are unable to reach a given Office unit located on higher floors on your own, you can have an employee come down or provide help to get you to the given floor. To get help, contact a security officer whose room is located in the vestibule at the main entrance.

[The building can be reached by bus and tram. To find the exact location, click the link.](#)

## **Piekary 17, 61-823 Poznan**

### **Accessibility of entrance**

The main entrance to the building is located at the Piekary Street. The doors slide open automatically and are at the same level as the area around the building. The doors are glazed and covered with contrasting tape to make them visible to the visually impaired. The entrance is generally accessible from Monday to Friday from 6:00 a.m. to 6:00 p.m.

### **Parking accessibility**

There is a small parking lot for 6 cars next to the building, owned by the building administrator (WZGKiAM), where there are no designated disabled parking spaces. There are two paid parking lots next to it.

There is a tram stop a short distance from the building at Marcinkowskiego (approx. 250m).

### **Building accessibility**

At the entrance door there is a building security station, where an induction loop has been installed. There are 2 passenger elevators in the building. The elevator call buttons (as well as those inside the



elevator) have markings convenient for the blind and voice information about a given floor. Edges of the stairs on each floor (first and last step) are marked with contrasting anti-slip tape.

On the first floor of the building there is a sanitary room adapted for people with special needs, equipped with an emergency call system.

You can enter the building with an assistance dog and a guide dog.

For evacuation purposes, sound and light signals are provided.

If you are unable to reach a room on upper floors on your own, you can ask a member of staff to come down or provide help to get you to the floor. To get help, contact a security guard whose room is located at the main entrance.

## Information and communication accessibility

In each of the Office's locations there is **an information board** and **an information point or a porter's lodge**. The board contains the names of the Office's organizational units located in the building along with the floor and room numbers. Information about the layout of rooms in the building can be obtained verbally at the information point or at the porter's lodge.

The UMWW website contains [information on the scope of the Office's activities in Polish Sign Language and in machine-readable text](#).

The UMWW website contains [information on the scope of the Office's activities in easy-to-read and understand text \(ETR\)](#).

The Marshal Office of the Wielkopolska Region offers the possibility of using the services of a sign language interpreter. [Information on access to the service can be found on the UMWW website](#).

At the request of an authorized person, the Marshal Office of the Wielkopolska Region [ensures architectural or information and communication accessibility in the form specified in the request](#).

Dziękujemy za odwiedziny i zapraszamy ponownie