



Organisational Rules

of the Czech Academy of Sciences
Head Office

ORGANISATIONAL RULES

of the Czech Academy of Sciences Head Office

To specify the position and organisation of the
Czech Academy of Sciences Head Office

I hereby issue

these Organisational Rules of the
Czech Academy of Sciences Head Office:

Part I.

Position and scope of management of the Czech Academy of Sciences Head Office

Art. 1

- (1) The Czech Academy of Sciences Head Office (hereinafter the “Office”) is an internal organisational unit of the Czech Academy of Sciences (hereinafter the “CAS”).
- (2) The Office, as the executive unit of CAS bodies, ensures suitable conditions for the work of the President of the CAS, CAS Academy Council and Academy Council Presidium, CAS Science Council and CAS Academic Assembly, as well as the work of their advisory bodies. The Office handles the professional aspects of the economic, control, organisational and administrative matters implemented by the CAS on the basis of legal regulations and the CAS Statutes.
- (3) The Organisational Rules of the Office are binding for employees who have an employment relationship with the CAS, including employment relationships arising from agreements on work performed outside of regular employment.
- (4) The Organisational Rules of the Office stipulate, in particular, the principles governing the Office’s work and management, the competences of each organisational department and the scope of powers and duties of Office employees. The scope and content of specific Office tasks are further defined by the Office’s internal regulations, in compliance with legal regulations.
- (5) The Office’s relevant departments carry out administrative proceedings in compliance with valid legal regulations. The main types of administrative proceedings are provision of information pursuant to the act on free access to information, awarding of grants pursuant to the act on support of research, experimental development and innovation, conclusion of agreements pursuant to the act on state monument care and public administration control pursuant to the act on controlling (controlling rules).

Part II.

Principles governing the Office’s organisational structure and management

Art.2

- (1) The Office’s organisational structure consists of organisational departments and job positions within these departments and job positions outside of these departments. The organisational departments (hereinafter the “departments”) include divisions and sections.

- (2) The functions of each department set forth in these Organisational Rules of the Office are further specified in the job descriptions of relevant positions within these departments, so that they fully cover the Office's competences and scope of work; the heads of individuals departments are responsible for specification of job descriptions in their departments.
- (3) The competent department heads manage their departments in compliance with legal and internal regulations and in accordance with directions issued by the President of the CAS and authorised Vice Presidents of the CAS and with resolutions of the CAS Academy Council, Academy Council Presidium and Academy Assembly.
- (4) Through their departments, the department heads secure comprehensive implementation of the scope of work assigned to them, collection of information sources, development of analyses and concept papers, as well as development of institutional relations both domestically and abroad. They are responsible for the work of their departments, including allocation of tasks to each subordinate employee in a manner that ensures implementation of the given department's scope of work and functions as set forth in Annex no. 1.
- (5) Interdepartmental relations are based on cooperation. Department heads work together to coordinate their departments' activities and ensure that matters that transcend the competence of a single department are discussed jointly in order to ensure a unified procedure in and efficient completion of Office tasks. Department heads are entitled to ask other department heads to prepare and submit background information and opinions needed for tasks that transcend the competence of their own departments.
- (6) Any disputes that arise between employees and/or between departments should be settled through agreement between the parties whenever possible. In the event that an agreement cannot be reached, the immediate superior of the two parties shall make a decision.

Part III.

Structure of management and performance of work in the Office

Art. 3

Director of the CAS Head Office

- (1) The Director of the CAS Head Office is in charge of the Office, manages the Office and acts as its representative. Following approval by the CAS Academy Council, the President of the CAS appoints and dismisses the Director of the CAS Head Office for a four-year term.
- (2) The Director of the CAS Head Office issues internal regulations that are binding on Office employees. The Director of the CAS Head Office manages the Office's work in compliance with legal and internal regulations and in accordance with directions issued by the President of the CAS and authorised Vice Presidents of the CAS, and with resolutions of the CAS Academy Council, Academy Council Presidium and Academy Assembly.
- (3) The Director of the CAS Head Office manages and organises the employment relationships of Office employees, performs tasks related to the employment relationships of these employees and acts on behalf of the employer in regard to the employment relationships of Office employees.

- (4) The Director of the CAS Head Office appoints and dismisses division directors and selects the first and second deputy from among them; the Director of the CAS Head Office discusses these appointments with the President of the CAS. The Director's deputies represent the Director of the CAS Head Office in his or her absence in the scope required for due functioning of the Office, or according to written instructions from the Director of the CAS Head Office. The Director of the CAS Head Office may delegate some rights and duties to his or her deputies and entrust them with performance of such rights and duties on a permanent basis. The Director of the CAS Head Office is responsible for coordinating the work of division directors.
- (5) The Director of the CAS Head Office assigns work tasks to subordinate employees and manages, coordinates and controls the performance of assigned tasks. The Director of the CAS Head Office controls completion of tasks arising from resolutions of the CAS Academy Council and Academy Council Presidium.
- (6) Additional primary tasks of the Director of the CAS Head Office include:
 - a) setting the number and qualification structure of employees for each department,
 - b) administering the Office budget and ensuring its use as defined by applicable legislation¹,
 - c) administering legal proceedings on behalf of the CAS in matters relating to the work and operation of the Office as an internal organisational unit or when authorised to do so by the President of the CAS,
 - d) establishing advisory boards to the Director of the CAS Head Office and permanent or short-term committees to perform tasks and discuss particular matters,
 - e) managing employees who handle crisis management²,
 - f) ensuring coordination of CAS popularisation and media activities,
 - g) providing for additional activities based on internal regulations or in relation to performance of Office tasks.

Art. 4

Heads of departments

- (1) Divisions are led by division directors, and sections are led by heads of sections.
- (2) The President of the CAS appoints and dismisses the internal auditor and the director of the department charged with internal audit and public administration control of CAS Institutes (and his/her deputy).
- (3) Deputy division directors, who represent division directors in the defined scope when the given division director is absent, are appointed by division directors and approved by the Director of the CAS Head Office.
- (4) Heads of sections are appointed and dismissed by division directors upon agreement with the Director of the CAS Head Office.

¹ Act No. 320/2001 Coll., on financial control in public administration and amendments to some acts (act on financial control).

² Act No. 240/2000 Coll., on crisis management and amendments to some acts (crisis act).

- (5) Department heads manage their subordinates using instructions and regular meetings, assign tasks to subordinates and continuously organise, lead, coordinate and control the performance of subordinates' work. They organise work independently and pro-actively to ensure that the tasks performed by the department which they manage directly are performed in a competent manner and in the scope of the defined competences.
- (6) Department heads' additional tasks include:
 - a) providing support for the work of individual members of the CAS Academy Council in the relevant area of departmental competences, and support for the work of advisory bodies to the CAS Academy Council in the relevant area of departmental competences (hereinafter the "relevant advisory body to the CAS Academy Council") and take part in their scope of work and tasks as needed, including provision of related administrative, organisational and operational work,
 - b) providing an overview of complete and current documentation of legal and internal regulations required for the work of the given department,
 - c) ensuring that subordinate employees are fully and continuously informed about matters that are essential to the successful performance of their tasks; holding meetings to ensure that subordinate employees are informed,
 - d) striving for efficient cooperation and helpfulness between employees and between departments, in particular through the timely and mutual provision of all information and background materials required for performance of tasks,
 - e) proposing the organisational structure, number of employees and employee qualification structure of their department,
 - f) determining the classifications and job descriptions of subordinate employees within the approved number of employees and employee qualification structure,
 - g) attending to improvement of subordinate employees' qualifications and evaluating subordinate employees,
 - h) being responsible for familiarising subordinate employees with occupational health and safety regulations and fire protection regulations,
 - i) ensuring suitable material and technical conditions for the operation of their department, including securing administrative, organisational and operational matters related to implementation of the department's scope of work.

Art. 5

Position and duties of employees

- (1) Basic employee rights and duties are set forth by labour law regulations and internal regulations. Employees are required to apply the principles and recommendations contained in the Code of Ethics for Employees of the Czech Academy of Sciences – Office and in the Office's Internal Anti-corruption program.
- (2) Each employee's specific scope of tasks, rights and duties is based on the specification of his or her job position and job description. Each employee shall receive from his or her department head a written job description that defines the scope of his or her responsibilities, activities and duties. Job descriptions are based on the main departmental tasks stated in these Organisational Rules.

- (3) The basic duty of all employees is to actively engage in the work of the CAS and continuously strive to deliver work of high quality and at a high professional standard. In addition to their employment at the CAS, employees may conduct business or another gainful activity that is consistent with the CAS' subject of activity only with the prior written consent of the Director of the CAS Head Office; this restriction, however, does not extend to scientific, educational, journalistic, literary or artistic work or to the management of the employee's own property.
- (4) Employees are required to perform tasks within the relevant area of departmental competences in the scope of their job description, while adhering to legal and internal regulations and in accordance with directions issued by their superiors at the CAS and with resolutions issued by the CAS Academy Council, Academy Council Presidium and Academy Assembly. Each employee is accountable to his or her immediate superior for timely and high-quality performance of his or her duties.
- (5) Employees are required to cooperate with one another and coordinate their work in order to ensure the activity of CAS bodies and performance of Office tasks. In the event that an employee is asked to perform a task or discuss a matter by the head of a different department or by a member of the CAS Academy Council or Science Council, s/he is required to inform his or her immediate superior without undue delay.

Art. 6

Departments of the Office

- (1) The Office is divided into the following departments:

A/ Departments managed directly by the President of the CAS:

- a) Controlling Section (SEK)

B/ Departments managed by the Director of the CAS Head Office:

- a) Administrative Division (AO),
- b) Legal Division (SPO),
- c) Division of Economics (EO),
- d) Science Support Division (OPV),
- e) Division of International Cooperation (OMS),
- f) Secretariat of the Director (SŘ).

- (2) Each department's scope of work is set forth in Annex no. 1.
- (3) Each department provides assistant and administrative work for the applicable (and advisory) CAS bodies and/or members of the CAS Academy Council or Science Council, and also secures operation of the given department. This includes arranging internal meetings, taking meeting minutes, planning meetings, procuring office supplies, processing correspondence, handling document filing services and shredding, and handling other organisational, operational and administrative matters for the given department or body.

- (4) Internal audits are performed by the authorised employee (hereinafter the “internal auditor”) appointed by the President of the CAS. The internal audit department is directly subordinated to the President of the CAS and is functionally and organisationally independent from management structures.
- (5) The organisational structure of the Office is provided in Annex no. 2.

Part IV.

Final provisions

Art. 7

- (1) These Organisational Rules and any amendments or additions to these Organisational Rules are issued by the President of the CAS after discussion with the CAS Academy Council and the Director of CAS Head Office.
- (2) These Organisational Rules have the following annexes:
 - 1. Descriptions of the scope of work and structure of each organisational department of the Office,
 - 2. Organisational structure of the Office.
- (3) These Organisational Rules of the Office shall take effect on 1 March 2021, thus annulling the Organisational Rules of the Head Office of the Czech Academy of Sciences that were effective as at 1 July 2020.

prof. RNDr. Eva Zažímalová, CSc., v. r.

President of the CAS

Annex no. 1:**Descriptions of the scope of work and structure of each organisational department of the Office****A/ DEPARTMENTS MANAGED DIRECTLY BY THE PRESIDENT OF THE CAS****CONTROLLING SECTION**

Within the scope of its competences, the department primarily:

1. Arranges professional support to the President and management of the CAS.
2. Manages and coordinates cooperation with other Office departments.

I. INTERNAL AUDIT DEPARTMENT

Within the scope of its competences, the department primarily:

1. Conducts internal audits pursuant to the Act on financial control³ and conducts other audits upon the request of the President of the CAS.
2. Examines the functionality and efficiency of the CAS internal control system and how economically, efficiently and effectively CAS resources are used.
3. Controls adherence to procedures stipulated by CAS internal regulations, evaluates their compliance with legal regulations and recommends updates to internal regulations in relation to the defined purpose of internal audits.
4. Is directly subordinated to the President of the CAS.

³ Act No. 320/2001 Coll., on financial control in public administration and amendments to some acts (Act on financial control).

II. DIVISION OF PUBLIC ADMINISTRATION CONTROL

Within the scope of its competences, the department primarily:

1. Implements the public administration control system at CAS Institutes and other recipients of public funding support from the state budget – CAS category⁴ as defined by applicable legal regulations.
2. Performs internal audits at CAS Institutes pursuant to the applicable legal regulation, and in particular assesses and evaluates the settings of their internal control systems.
3. Conducts investigations to determine whether the financial management of CAS Institutes is compliant with valid legislation, the CAS Statutes, resolutions approved by the Academy Assembly of the CAS and the internal regulations of the given institute and the CAS.
4. Develops analyses about the results of controls at CAS Institutes for the purposes of CAS bodies.
5. Cooperates with the departments of the Office on compilation of methodological guidelines and recommendations that relate to the department's competences and scope of work or that affect the management of public funding from the state budget – CAS state budget chapter or CAS Institutes' property.
6. Secures the organisational and administrative aspects of the work of the Supervisory Committee of the CAS Academy Assembly, and provides cooperation requested by the committee.
7. Submits proposals to eliminate problems identified in relation to the financial management and property management of CAS Institutes. Verifies the submitted information in regard to the actual status so that the competences of the President of the CAS and other CAS bodies may be exercised.
8. Takes part in investigating and resolving complaints and suggestions submitted to CAS bodies and the Office, keeps records of complaints and suggestions and supervises settlement of complaints and suggestions; coordinates this work with the other Office departments. Monitors and verifies resolution of complaints and suggestions sent directly to specific CAS Institutes. Submits summaries of these actions to the President and Vice Presidents of the CAS.
9. Develops draft annual public administration and financial control plans, including their scope and focus areas, and submits them to the President and Vice Presidents of the CAS for approval. Enters approved control plans into the Financial control in public administration information system – planning coordination module, which is maintained by the Ministry of Finance of the CR. Based on decisions by the President and Vice Presidents of the CAS and following discussion by the CAS Academy Council, also implements extraordinary controls not included in the control plan. Prepares an annual report of conducted controls for the Ministry of Education, Youth and Sports of the Czech Republic.
10. Conduct audits of EU programme projects implemented at CAS Institutes.

⁴ The Learned Society of the Czech Republic, scientific societies associated in the Council of Scientific Societies of the Czech Republic.

11. Provides expertise and consultations to CAS Institutes as follow-up to conducted controls, particularly in regard to budgetary, financial and property management.
12. Cooperates with external control authorities in the performance of controls.
13. Provides administrative support to the Internal Audit Department and provides other cooperation upon request.
14. Handles cooperation with state administration authorities and their expert and advisory bodies in relation to the department's competences.
15. Provides editing and updating of the CAS website and internal information sources of the CAS and the Office in relation to the department's competences and takes part in development of electronic information systems relating to the scope of work it has been assigned.
16. Prepares and arranges discussion of draft internal regulations of the CAS and Office related to the department's competences.

B/ DEPARTMENTS MANAGED BY THE DIRECTOR OF THE CAS HEAD OFFICE

I. SECRETARIAT OF THE DIRECTOR

Within the scope of its competences, the department primarily:

1. Arranges professional support to the President and management of the CAS.
2. Handles assistant and administrative tasks and coordinates work within the scope of competences of the Director of the CAS Head Office.

II. ADMINISTRATIVE DIVISION (AO)

The Administrative Division is divided into the:

- A. Secretariat of the President (SP),
- B. Secretariat of Research Areas (SVO),
- C. Secretariat of the Science Council (SVR),
- D. Human Resources and Payroll Section (PAM).

Within the scope of its competences, the department primarily:

1. Provides executive secretarial, assistant and administrative work for the President of the CAS, Vice Presidents of the CAS and other members of the CAS Academy Council, for the CAS Science Council and for relevant advisory bodies of the CAS Academy Council.
2. Handles the assigned scope of work related to establishment of CAS Institute bodies.
3. Handles the human resources scope of work and administration related to employment and agreements to perform work outside of employment at the CAS.
4. Handles the assigned scope of work related to grant administration by following procedures stipulated in applicable legal and internal regulations (hereinafter the "assigned grant administration scope of work"); coordinates this work with the Division of Economics.

5. Coordinates and is responsible for the Office's filing services and data box management.
 6. Provides methodological guidance and advisory assistance to CAS Institutes.
 7. Handles the scope of work related to CAS public officials pursuant to the act on conflict of interest.⁵
 8. Prepares and arranges discussion of draft internal regulations of the CAS and Office related to the department's competences.
 9. Provides editing and updating of the CAS website and internal information sources of the CAS and the Office and takes part in implementation of electronic information systems in relation to the scope of work assigned to the department.
 10. Handles other organisational work related to Office operation and activities that have not been assigned to a different department.
-

A. SECRETARIAT OF THE PRESIDENT (SP)

1. Provides assistant and administrative work for the President of the CAS and organises his/her work schedule.
2. Manages reception of domestic and foreign visitors, arranges the President of the CAS' visits to state institution representatives, CAS Institutes and other Czech and foreign institutions; coordinates this work with the Division of International Cooperation and the Division of External Relations of the CAS Centre of Administration and Operations (CAO).
3. Takes part in coordination of the President of the CAS' participation in CAS popularisation and promotional activities and organisation of such activities and other events held by the President of the CAS; coordinates this work with the other Office departments and the Division of External Relations of the CAO.
4. Provides comprehensive information to the President of the CAS and keeps records of instructions and assignments given by the President of the CAS; if necessary, coordinates and controls the implementation and due completion of instructions and assignments.
5. Provides professional administrative assistance to other Office departments in preparation of final versions of all documents requiring signing by the President of the CAS.

B. SECRETARIAT OF RESEARCH AREAS (SVO)

1. Provides executive secretarial, assistant and administrative work for the Vice Presidents of the CAS and organises their work schedules.
2. As directed by the relevant CAS Vice President(s), takes part in processing the preparation of analytical and informational materials for CAS bodies and other entities and in the formal processing of background materials for concept papers and evaluation of the development of research and development and international scientific cooperation.
3. Helps prepare CAS annual reports in accordance with directions issued by the relevant CAS Vice President.
4. Keeps records of instructions and assignments given by the relevant CAS Vice President(s); if necessary, coordinates and controls the implementation and due completion of instructions and assignments.

⁵ Act No. 159/2006 Coll., on conflict of interest.

5. Handles the scope of work associated with changes and appointments of CAS Institute directors, obtains data needed for remuneration of CAS Institute directors and keeps records of such remuneration in the registry of public research institutions maintained by the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter the “registry of public research institutions”).
6. Handles the scope of work associated with changes and appointments of members of CAS Institutes’ supervisory boards, obtains data needed for remuneration of members of CAS Institutes’ supervisory boards and boards and maintains records of minutes from meetings of CAS Institutes’ supervisory boards and reports on the work of CAS Institutes’ supervisory boards.
7. Takes part in preparation of CAS events and ceremonies.
8. Handles the scope of work associated with patronage and appointment of emeritus scientists.
9. Acts as a consultation point for CAS Institutes.

C. SECRETARIAT OF THE SCIENCE COUNCIL (SVR)

1. Provides executive secretarial, assistant and administrative work for the CAS Science Council and its presidium, Committee for the Research Professor Degree, CAS Scientific Integrity Committee, Highest Qualified Personnel Assessment Coordination Committee and other entities.
2. Compiles reports on matters in the area of competence of the CAS Science Council and its advisory bodies for the CAS Academy Assembly and CAS Academy Council.
3. Handles the preparation and organisation of draft CAS annual reports; coordinates this work with the other Office departments and with the Division of External Relations of the CAO, and requests their cooperation for this task.
4. Handles the scope of work related to the awarding of prizes and medals; coordinates this work with the other Office departments and with the Division of External Relations of the CAO.
5. Maintains records of the “PhD” and “Research Professor” scientific degrees; provides information from these records and makes copies of documents upon request.

D. HUMAN RESOURCES AND PAYROLL SECTION (PAM)

1. Handles all human resources tasks and administration related to employment and agreements on work outside of employment, including evaluation of employees and advisory services in relation to labour law relations, pension and health insurance for CAS employees; coordinates contact with applicable state institutions in relation to the section’s competences.
2. Handles administration of the attendance system.
3. Conducts comprehensive accounting of salaries and other reimbursement and performance provided to CAS employees, manages the employee care programme and Cultural and Social Needs Fund.
4. Monitors drawing of binding indicators of the state budget CAS category for salaries, conducts regular reporting thereof and prepares materials incorporating these data for preparation of budgets and CAS annual reports.
5. Sends background information to and handles requests with the Czech Social Security Administration, in cooperation with Masaryk Institute and the CAS Archive, that are related to pensions for employees of defunct CAS Institutes.

III. LEGAL DIVISION (SPO)

The Legal Division is divided into the:

- A. Legal and Property Section (PMO),
 - B. Support for CAS Bodies and CAS Institutes Section (OPOP),
 - C. R&D&I Policy Support Section (OPP VaVal).
-

Within the scope of its competences, the department primarily:

1. Provides executive secretarial, assistant and administrative work for the CAS Academy Council and Academy Council Presidium and applicable advisory bodies of the CAS Academy Council.
2. Provides legal advisory services and legislation consultations for the needs of CAS bodies and for tasks related to the Office's work. Provides expertise related to science and research legislation and law to CAS advisory bodies and other Office departments.
3. Ensures and is responsible for the substantive scope of work of the CAS Academy Assembly (establishment, record-keeping and changes to the assembly composition, agenda and preparation of sessions, proposals for implementation of its resolutions, administration of electronic material storage for sessions, storage of complete documentation from sessions, updating of relevant information on the website, administration of mandate, proposal and election committees).
4. Cooperates with state administration bodies in relation to the competences of the department and its professional and advisory bodies.
5. Manages measures resulting from resolutions of the Czech government (information for CAS bodies, proposals of implementation measures, preparation of reports and proposals for the Czech government in cooperation with substantively relevant members of the CAS Academy Council and professional departments of the Office).
6. Manages preparation of summary statements for interministerial commenting procedures according to instructions given by the President of the CAS and substantively relevant members of the CAS Academy Council.
7. Develops background materials for general legislative and regulatory proposals related to the CAS as a whole and monitors developments in science and research legislation; coordinates this work with other Office departments and the Legal Division of the CAO.
8. Coordinates CAS representation at state administration bodies and in courts.
9. Manages the scope of work related to information provision pursuant to the law⁶.
10. Manages editing and updating of CAS website content and internal information sources of the CAS and Office related to the department's competences and takes part in development of electronic information systems in relation to the tasks assigned to it.

⁶ Act No. 106/1999 Coll., on free access to information.

A. LEGAL AND PROPERTY SECTION (PMO)

1. Prepares and comments on contracts concluded by the CAS, evaluates contracts in terms of the applicable legal regulation on publication of these contracts⁷, ensures publication in the contract register and keeps records of concluded contracts.
2. Provides legal statements and keeps records of such statements.
3. Handles tasks related to basic public administration registries.
4. Prepares materials to inform the decision-making processes of the CAS Academy Council related to management of CAS Institutes' property and acts as the executive secretary for the relevant advisory body of the CAS Academy Council.
5. Coordinates knowledge transfer tasks, including technology transfer, at CAS Institutes. Provides consultations and information to CAS Institutes in relation to intellectual property rights and knowledge transfer.
6. Ensures administration of small-scale public contracts of the Office and coordinates awarding of public contracts with the contracting authority's representative.

B. SUPPORT FOR CAS BODIES AND CAS INSTITUTES SECTION (OPOP)

1. Handles the organisational and administrative aspects of the work of the CAS Academy Council and Academy Council Presidium and acts as the executive secretary for the CAS Academy Council.
2. Compiles drafts of regular reports on the work of the CAS Academy Council for the CAS Academy Assembly.
3. Manages the scope of work related to the charters of CAS Institutes including changes and the CAS' duties as the founder related to the register of public research institutions in relation to charters.
4. Provides expert support and legal consultations about the position and work of supervisory boards and boards of CAS Institutes and secures CAS Academy Council discussion of reports on the work of supervisory boards.
5. Manages methodological tasks related to establishment of CAS Institute bodies.
6. Handles preparation and publication of CAS and Office internal regulations, maintains records of these regulations and provides methodological work and consultations to other Office departments pertaining to the development of these internal regulations.

C. R&D&I POLICY SUPPORT SECTION (OPP VaVal)

1. Manages the scope of work related to support of research, development and innovation (hereinafter "R&D&I") policy and legislation on the national level, including cooperation with applicable state bodies and other actors in the R&D&I field (Research, Development and Innovation Council (RVVI), the Ministry of Education, Youth and Sports, or other substantively relevant ministries, Czech Rectors Conference, Association of Research Universities, Association of Research Organisations, Grant Agency of the Czech Republic, Technology Agency of the Czech Republic, etc.).

⁷ Act No. 340/2015 Coll., on special conditions for the effectiveness of some contracts, the publication of these contracts and the register of contracts (act on contract register).

2. Prepares analytical, conceptual, expert, informational and other types of materials for R&D&I policy and legislation; in this area, cooperates with substantively relevant members of the CAS Academy Council and the other Office departments.
3. Provides executive secretarial support for relevant members of the CAS Academy Council assigned with addressing conceptual R&D&I policy and legislation support issues.

IV. DIVISION OF ECONOMICS (EO)

The Division of Economics is divided into the:

- A. Finance and Budget Section (OFR),
- B. Accounting Section (OÚ),
- C. Grant Administration Section (ODŘ).

Within the scope of its competences, the department primarily:

1. Provides executive secretarial, assistant and administrative work for the relevant CAS Academy Council advisory bodies and relevant members of the CAS Academy Council.
2. Prepares expert opinions and analyses, conceptual papers, methodological guidelines, compilations of budget and finance data and reports for the CAS Academy Council and its advisory bodies, the CAS Science Council and other Office departments in relation to CAS Institutes' finances and budgets, accounting and financial management of CAS allocated public funding.
3. Monitors developments in legislation and methodology relating to finances and budgeting, accounting and financial management of allocated public funding by CAS Institutes, collects information from this area and monitors and looks into CAS Institutes' current issues related to this area.
4. Handles cooperation with state administration authorities for the department and its expert and advisory bodies in the relevant area of competences.
5. Coordinates and manages the methodological work of the Office in the area of budgets, finances and property management.
6. Provides general consultations for recipients of CAS public support.
7. Provides consultations, information and methodological guidance to CAS Institutes' supervisory boards in relation to financial matters; coordinates this work with the Legal Division.
8. Handles and coordinates the technical and material aspects of provision of supplies and services relating to the budget, finance and accounting areas of the Office's operation.
9. Manages the scope of work related to the Ministry of Finance of the Czech Republic State Treasury system.
10. Coordinates and manages the methodological work of the Office in the area of grant administration proceedings and takes part in developing financial and procedural rules and tools for specific grant programmes.
11. Provides expert support and consultations and information to CAS Institutes in relation to financial management of allocated public funding and accounting.
12. Prepares and arranges discussion of draft internal regulations of the CAS and the Office related to the department's competences.

13. Provides editing and updating of the CAS website and internal information sources of the CAS and the Office and takes part in development of electronic information systems relating to the work it has been assigned.

A. FINANCE AND BUDGET SECTION (OFR)

1. Coordinates and secures preparation and implementation of the CAS category of the state budget.
2. Keeps records on use of CAS budget expenditures in the current budget year.
3. Handles funding for CAS Institutes from funding intended for their long-term conceptual development and provides methodological guidance and information in this area.
4. Compiles data in the State Treasury system for draft CAS budgets and mid-term outlooks and data for reports for members of the Chamber of Deputies of the Parliament of the Czech Republic in preparation for discussion of the CAS draft budget.
5. Process requests for budget measures in the State Treasury Integrated Information System.
6. Monitors drawing of binding CAS budget indicators.
7. Compiles background information pertaining to distribution of funding among CAS Institutes for discussion by the CAS Academy Assembly.
8. Enters information about grants into the Ministry of Finance of the Czech Republic information systems.
9. Enters data into the Research, experimental development and innovation information system.
10. Compiles overviews of the financial management of the CAS, including CAS Institutes, as background information for draft reports on CAS budget management, for CAS annual reports and for final accounting of the CAS category of the state budget.
11. Processes financial accounting of grants on behalf of CAS Institutes pursuant to the applicable legal regulation⁸.
12. Compiles overviews of unused expenditure claims on behalf of CAS Institutes.

B. ACCOUNTING SECTION (OÚ)

1. Manages accounting for the CAS, including compilation of the financial statement and its publication, inventory of CAS assets, receivables and liabilities and compliance with other requirements related to the demonstrability of CAS accounting.
2. Keeps record of CAS movable and immovable property included in the financial management of the CAS.
3. Compiles overviews of unused expenditure claims on behalf of the CAS.
4. Enters accounting data into the State central accounting data system and compliance with other requirements stipulated by the accounting act.
5. Prepares the financial settlement of state budget payments for the past budget year.
6. Ensures treasury services and communication with banks.
7. Secures administration of liquidation of CAS assets.

⁸ Act No. 218/2000 Coll., act on budgetary rules and on amendments to some related acts (budgetary rules).

8. Provides methodological guidance, consultations and information to CAS Institutes in relation to financial accounting and property management; coordinates this work with the Legal Division.

C. GRANT ADMINISTRATION SECTION (ODŘ)

1. Manages the scope of work assigned to it related to grant administration following procedures stipulated by applicable legal and internal regulations and takes part in developing rules and tools in this area for specific grant programmes and funded activities; manages provision of consultations, methodological guidance and information to CAS Institutes.
2. Provides general consultations for recipients of CAS public support in relation to grant administration processes.
3. Provides information and consultations to the other Office departments in relation to grant administration processes and provides methodological leadership in the procedural aspects of grant administration.
4. Handles announcement and publication of grant application calls and systematically develops and improves tools for administrative support of grant administration procedures.
5. Manages provision of support to the Learned Society of the Czech Republic.

V. SCIENCE SUPPORT DIVISION (OPV)

The Science Support Division is divided into the:

- A. Support of Excellence Section (OPE),
- B. Evaluation and Support of Science Section (OHPV).

Within the scope of its competences, the department primarily:

1. Provides executive secretarial, assistant and administrative work for the relevant CAS Academy Council advisory bodies and relevant members of the CAS Academy Council.
2. Develops expert analyses, conceptual papers, methodological guidelines and reports for the CAS Academy Council and its advisory bodies, the CAS Science Council and other Office departments in relation to R&D&I support; coordinates this work with the other Office departments, particularly the Division of International Cooperation and the Legal Division.
3. Monitors developments in legislation and methodology relating to R&D&I support in the Czech Republic and abroad and gathers information from this area, monitors and looks into CAS Institutes' current issues related to this area; coordinates this work and cooperates with the Division of International Cooperation and the Legal Division to this end.
4. Handles cooperation with state administration authorities in the relevant area of competences and with their expert and advisory bodies.
5. Manages the scope of work assigned to it related to grant administration following procedures stipulated by applicable legal and internal regulations and manages provision of consultations, methodological guidance and information to CAS Institutes in this area; coordinates this work with the Division of Economics.

6. Handles and coordinates periodical evaluation of the research and professional activities of CAS Institutes and their scientific departments and tasks related to reporting and evaluating scientific performance, including entering data into the Research, experimental development and innovation information system.
7. Manages systematic monitoring of key grants and grant opportunities funded from national sources, including European structural and investment funds and other R&D&I sources. Maintains records of CAS Institutes' participation in operational programmes of EU structural funds and national grant competitions; works with the Division of International Cooperation in this regard.
8. Handles tasks related to cooperation between the CAS and universities and higher education institutions. Develops and manages the scope of tasks related to cooperation between the CAS and other entities and institutions active in science and research and applied research, including the business sector; coordinates this work with the other Office departments.
9. Manages other tasks related to R&D&I support that have not been assigned to another Office department.
10. Administers the Office's electronic information system and systematically develops and improves the structure of the Office's information sources accessible through public and internal CAS websites.
11. Provides editing and updating of the CAS website and internal information sources of the CAS and the Office in relation to the department's competences and takes part in development of electronic information systems relating to the work it has been assigned.
12. Prepares and arranges discussion of draft internal regulations of the CAS and Office related to the department's competences.

A. SUPPORT OF EXCELLENCE SECTION (OPE):

1. Manages the scope of work assigned to it related to grant administration following procedures stipulated by applicable legal and internal regulations and takes part in developing rules and tools for specific grant programmes and funded activities in this area and manages provision of consultations, methodological guidance and information to CAS Institutes in this area.
2. Creates, systematically improves and develops tools for administrative evaluation of grant programmes and activities which it has been assigned (preparation of opponent opinions, progress and final reports) and manages organisational tasks related to support of the assigned grant administration scope of work.

B. EVALUATION AND SUPPORT OF SCIENCE SECTION (OHPV):

1. Ensures periodical evaluation of the research and professional activities of CAS Institutes and their scientific departments.
2. Coordinates work tied to the national research organisation evaluation system and enters data into the Research, experimental development and innovation information system.
3. Systematically improves and develops tools for periodical evaluation of the research and professional activities of CAS Institutes and their scientific departments.
4. Organises informational and training events about R&D&I evaluation.
5. Manages and updates the database of domestic and foreign experts used for the evaluation of CAS Institute research.

6. Helps develop analyses of the scientific and publication performance of CAS Institutes and their scientific departments.
7. Works with the CAS Library on development and testing of analytical tools pertaining to the scientific and publication performance of CAS Institutes and their scientific departments.

VI. DIVISION OF INTERNATIONAL COOPERATION (OMS)

The Division of International Cooperation is divided into the:

- A. Bilateral Relations Section (OBV),
 - B. European Research Area Section (OERA).
-

Within the scope of its competences, the department primarily:

1. Provides executive secretarial, assistant and administrative work for the relevant CAS Academy Council advisory bodies and relevant members of the CAS Academy Council.
2. Develops expert analyses, conceptual papers, methodological guidelines and reports for the CAS Academy Council and its advisory bodies, the CAS Science Council and other Office departments in relation to international scientific cooperation; coordinates this work with the other Office departments.
3. Monitors developments in legislation and methodology relating to international scientific cooperation in the Czech Republic and abroad and gathers information from this area, monitors and looks into CAS Institutes' current issues related to this area; coordinates this work and cooperates on it with the Science Support Division and the Legal Division.
4. Handles cooperation with state administration authorities in the relevant area of departmental competences and their expert and advisory bodies.
5. Prepares background information for distribution of funding and administration of grants in the international cooperation programme; coordinates this work with the Division of Economics.
6. Completes tasks related to implementation of the Concept of international cooperation of the CAS and manages CAS participation in the work of international organisations.
7. Manages nation-wide international activities in which the CAS acts as a national nomination institution.
8. Monitors opportunities for international scientific cooperation and regularly informs CAS Institutes and CAS bodies of such opportunities; coordinates this work with the Science Support Division.
9. Handles the administration and organisation of events with foreign guests and helps with reception of foreign delegations as directed by CAS bodies; works with the Administrative Division and Division of External Relations of the CAO in this capacity.
10. Handles tasks associated with foreign work trips of CAS representatives and CAS Institutes' representatives initiated by the CAS; coordinates this work with the other Office departments.
11. Manages translations and proofreading of texts in foreign languages and ensures that the English version of internal and official CAS materials, including promotional materials, the website and applications, have a unified format and appearance.
12. Provides editing and updating of the CAS website and internal information sources of the CAS and the Office in relation to the department's competences and takes part in development of electronic information systems relating to the work it has been assigned.

13. Prepares and arranges discussion of draft internal regulations of the CAS and Office related to the department's competences.

A. BILATERAL RELATIONS SECTION (OBV)

1. Establishes and maintains relations with foreign partner organisations as directed by CAS bodies.
2. Establishes and maintains relations with foreign representation offices and the Czech Republic's representation offices abroad and regularly informs them of the work of the CAS and CAS Institutes and cooperation with relevant foreign partner organisations, prepares joint meetings and organises joint activities.
3. Helps prepare and implement intergovernmental R&D&I agreements and informs CAS Institutes about activities in this area.
4. Handles tasks related to international cooperation to support the mobility of CAS researchers, particularly the mobility project programme and the Mobility Plus programme.
5. Handles tasks related to the CAS' international cooperation in the joint scientific research institute cooperation platform between the CEFRES (French Research Centre in Humanities and Social Sciences in Prague), the CAS and Charles University (CEFRES Platform).

B. EUROPEAN RESEARCH AREA SECTION (OERA)

1. Handles the scope of work related to support of the CAS' integration in the European Research Area (ERA) and participation of the CAS and CAS Institutes in international research and development activities.
2. Ensures regular commenting of legislation discussed at the EU level through the Ministry of Education, Youth and Sports ministerial coordination group for the EU (RKS MŠMT).
3. Provides application support to CAS Institutes, particularly by monitoring the success of CAS Institutes' applications in EU framework programme calls or other important foreign providers and supports the work of project managers and grant applicants, particularly by providing consultations and organising training sessions, with an emphasis on European Research Area (ERA) projects.
4. Manages editing of the information website for CAS Institute project managers and grant applicants and helps with the development of the website.
5. Handles tasks associated with the CAS' participation in multilateral projects supporting cooperation of CAS Institutes with other entities within international consortia, primarily in projects like the ERA-NET Cofund and other multilateral platforms.

Annex no. 2 Organisational structure of the CAS Head Office

