

# **RULES OF ORGANIZATION OF THE INSTITUTE OF BIOPHYSICS OF THE Czech Academy of Sciences**

## **Preliminary provisions**

1. In accordance with Act No. 283/1992 Coll., On the Czech Academy of Sciences, as amended, Act No. 341/2005 Coll. on Public Research Institutions, as amended (hereinafter referred to as the “Act”) and the Articles of Association of the Czech Academy of Sciences (hereinafter referred to as the “Articles”), the Rules of Organization of the Institute of Biophysics of the CAS, v.v.i. (hereinafter referred to as the “Institute”) define the position and tasks of the Institute, its organizational structure, internal relations, position of employees and the scope of activities of individual departments.

2. The Rules of Organization shall be binding on all employees of the Institute and its provisions shall apply mutatis mutandis to employees working on the basis of agreements on work performed outside employment.

3. The main activity of the Institute is the scientific research of the structure, function and dynamics of biological systems (biomolecules, cell organelles, cells and cell populations) by methods of molecular biology, biophysics, biochemistry and bioinformatics. Through its activities, the Institute contributes to increasing the level of knowledge and education, to the development of biotechnology and the transfer of research results into practice, especially in the field of clinical medicine. It acquires, processes and disseminates scientific information, publishes scientific publications (monographs, journals, anthologies, etc.), provides scientific assessments, opinions and recommendations, and performs consulting and advisory activities. In cooperation with universities, it carries out doctoral study programs and educates researchers. Within the scope of its activities, it develops international cooperation, including organizing joint research with foreign partners, recruiting and sending trainees, exchanging scientific knowledge and preparing joint publications. It organizes domestic and international scientific meetings, conferences and seminars and provides research infrastructure, including providing accommodation to the employees and guests thereof. It performs its tasks independently and in cooperation with universities and other scientific institutions and professional institutions.

4. When used in this document to indicate job and similar positions (eg director, deputy director, employee, member, researcher, manager, worker, etc.) of the male gender, this is done solely in the interest of clarity and simplicity text and is in no way an expression of gender discrimination.

## **Part One General Provisions**

### **Art. 1 Bodies of the Institute**

1. Bodies of the Institute are:
  - a) Director,
  - b) Institute Board

c) Supervisory Board.

2. Members of the Bodies of the Institute are obliged to maintain, under special legal regulations (Section 16 (6) of the Act), confidentiality regarding the facts with which they come into contact, in relation with the performance of the Institute body member function. Violation of this obligation may be a reason for dismissal from the Institute Body member function.

## Art. 2 The Director

1. The Director is the Statutory Body of the Institute, acts on the behalf thereof and decides in all matters of the Institute, unless they are entrusted to the Institute Board, Supervisory Board or competent bodies of the CAS.

2. In its decisions, the Director is bound by legal regulations, the Articles of Association and internal regulations of the Institute.

3. The Director shall:

- a) ensure the implementation of scientific research at the Institute in terms of conceptual, organizational, economic and personnel related matters, including the infrastructure of the Institute and evaluation thereof in accordance with the Deed of Foundation of the Institute and the established concept of its development;
- b) ensure proper bookkeeping, ensure the preparation of the budget and investment plan and adjustments thereof, ensure the management of funds according to the approved budget and purposeful use thereof, and economical use of the Institute assets;
- c) submit the Annual Report draft to the Institute Board and the Institute Supervisory Board, after the financial statements have been audited; issue an annual report through the public information network after approval by the Institute Board;
- d) submit the financial statements certified by the auditor and the Annual Report approved by the Institute Board;
- e) submit proposals for research plans and proposals for research and development projects to the providers (Act No. 130/2002 Coll., as amended), after they have been discussed by the Institute Board;
- f) submit proposals for amendments to the Foundation Deed to the Chairperson of the CAS, after they have been discussed in the Institute Board;
- g) submit proposals for legal acts for which prior written approval of the Supervisory Board is required (Section 19 (1) (b) of the Act) for approval to the Supervisory Board;
- h) submit proposals concerning the budget and its amendments to the Institute Board;
- i) make legal acts in labor-law relations, decide on the inclusion of employees in the qualification levels and the amount of their wages, approve the foreign business trips of employees;
- j) ensure compliance with health and safety regulations while working, fire protection, environmental protection and civil defense.

4. In particular, the Director shall be entitled to:

- a) establish the function of one or more representatives representing them for the duration of their absence, in the given order and within the limits of the delegated powers;
- b) delegate powers to other subordinate staff;
- c) establish and cancel research departments after consultation with the Institute Board;
- d) issue statements of the Institute;
- e) recommend grant and other program projects applications submitted by the employees of the Institute;
- f) issue internal regulations of the Institute with the exception of the Rules of Procedure of the Supervisory Board;
- g) review and evaluate the activities of subordinate workers;
- h) appoint their Advisory Bodies (see Article 6);

### Art. 3 **Deputy Director**

The position of Deputy Director is established at the Institute. The Deputy Director shall be appointed and dismissed by the Director. The Deputy Director shall, to the extent defined by the Director, arrange for any matters related to the work of the Institute, in particular:

- a) takes care of designated sections of the Institute and fulfils other permanent and one-off tasks related to the scientific conception and scientific and research activities of the Institute;
- b) prepares documentation for deciding on the distribution of allocated investment funds resources
- c) prepares reports on the research work of the Institute,
- d) prepares and processes documents for the annual assessment of the Institute, both internal (evaluation of individual departments), as well as external (position of the Institute within the AS and the Czech Republic)
- e) mediates the contact of the Institute with the Academic Council of the CAS and the CAS management and ensures awareness and interconnection of their activities.

### Art. 4 **Institute Board**

1. Members of the Council of the Institute shall be elected and removed by the Assembly of Researchers.

2. The number of members of the Institute Board, the election of members of the Institute Board and their removal are governed by the law and the statutes, details are laid down in the Election Rules of the Institute Board.

3. The Institute Board shall be composed of a Chairperson, a Vice-Chairperson and other members. The Chairperson and Vice-Chairperson shall be elected and removed by the Institute Board.

4. The Institute Board shall in particular:

- a) ensure that the purpose for which the Institute was set up is maintained, that public interest is exercised and that it is properly managed;
- b) establish the directions of activities of the Institute in accordance with the concept of the CAS and the Foundation Deed and decides on the concept of its development;
- c) discuss proposals for research intentions, proposals for research and development projects of the Institute and other matters submitted to it for discussion;
- d) approve budget of the Institute, its amendments and the medium-term outlook for its financing;
- e) approve the Annual Report of the Institute;
- f) discuss proposals for changes to the Foundation Deed of the Institute;
- g) give prior consent to, or propose to the Academic Council, a merger, fusion or division of the Institute;
- h) approve the following internal regulations:
  - Electoral Regulations of the Institute Board
  - Rules of Procedure of the Institute Board,
  - Rules of Organization of the Institute Board,
  - Internal Wage Regulations of the Institute Board,
  - Rules for the Management of the Institute Funds,
- i) discuss proposals for cooperation agreements with domestic and foreign entities;
- j) announce a tender, on the basis of which it proposes to the Chairperson of the CAS the appointment of the selected candidate to become the Director of the Institute;
- k) propose the dismissal of the Director, or give permission to dismiss the Director;
- l) establish its Advisory Bodies.

5. Procedures of the Institute Board shall be determined by the Rules of Procedure of the Institute Board.

## Art. 5 Supervisory Board

1. The Chairperson, Vice-Chairperson and other members of the Supervisory Board are appointed and removed by the Academic Council of the CAS.

2. The Supervisory Board shall in particular:

- a) supervise the work and management of the Institute; for this purpose, its members are entitled, at the discretion of the Supervisory Board, to consult the accounting documents and other documents at any time, to request necessary explanations and to establish actual state of affairs;
- b) supervise the use of the property of the Institute and issue prior written consent to legal acts pursuant to Section 19(1)(b) of the law);
- c) propose the removal of the Director to the Chairperson of the CAS;
- d) prepare the draft Rules of Procedure of the Supervisory Board and its amendments,

- e) comment on proposals for amendments to the Foundation Deed of the Institute;
  - f) comment on merger, fusion or divisional proposals of the Institute;
  - g) comment on the draft of the budget of the Institute and on management thereof;
  - h) comment on the proposals of the research intentions of the Institute and on other matters submitted by the Director, the Chairperson of the CAS, the Academic Council of the CAS or the Scientific Council of the CAS;
  - i) comment on the draft of the annual report of the Institute; submit their observations to the Director and the Institute Board;
  - j) express their views on the activities of the Institute and publish them once a year in the Annual Report;
  - k) submit proposals to remedy the identified deficiencies in the performance of their competence to the Director, to the Institute Board and to the Academic Council of the CAS;
  - l) submit a report on their activities to the Academic Council of the CAS and to the Director, at least once a year.
3. Procedures of the Institute Board shall be determined by the Rules of Procedure of the Supervisory Board, the proposal of which is approved by the Academic Council of the CAS.

## Art. 6 Advisory Bodies of the Director

The Director appoints and dismisses their permanent or temporary Advisory Bodies. The Director Advisory Bodies are in particular:

- a) Attestation Committee,
- b) Claims Committee;
- c) Liquidation Committee;
- d) Inventory Committee;
- e) Library Committee
- f) Director's Board;
- g) Trust Committee for Public Contracts;
- h) Lawyer
- i) Committee for Selection of Researchers with Higher Education in Research Departments.

The Director's Expert Advisors are:

- a) external advisor for health and safety at work and fire protection;
- b) internal advisor for radiation protection;
- c) internal advisor for handling of genetically modified organisms.

## Art. 7 International Advisory Council

1. The International Advisory Council (IAC) is an Advisory Body to the Director of the Institute and its Board.

2. The IAC consists of important foreign scientists in the fields represented at the IBP.

- a) the composition of the IAC is designed in such a way that representation is balanced and corresponds to the spectrum and size of the fields of the Institute.
- b) exceptionally, a very important and respected scientist from the Czech Republic may also be a member of the IAC.
- c) members of the IAC are nominated by members of the Institute Board, Heads of Departments or Director.
- d) The Director of the Institute appoints members of the IAC after discussion in the Institute Board. The members of the IAC shall elect the Chair of the Advisory council. The term of office of all IAC members shall be 5 years.

3. The IAC provides the Institute with an independent assessment of excellence and level of research in individual departments and throughout the Institute, assessing the level of national and international cooperation, grant support and pedagogical activity.

- a) this assessment is carried out in the form of "on site visit" provided by the management of the Institute in cooperation with the Secretariat and the Council
- b) management of the Institute provides, well in advance, background materials for this assessment (.pdf files of the most important publications, bibliometric analysis, information on co-operation, pedagogical and other team activities).
- c) management of the Institute shall prepare the conditions for the presentation of the teams and visit of the IAC at the departments; the heads of departments presentations are available for the IAC.

4. The IAC provides recommendations to the Institute's management for important decisions such as:

- a) the focus of the Institute for the next period
- b) support for individual teams in the next period; creation of new teams or dismissal of less successful teams, construction of new premises of the Institute; acquisition of very expensive equipment.

## **Part Two Organizational structure**

### **Art. 8**

#### **Research departments**

1. Research departments are the basic organizational units in which the research activities of the Institute are carried out. Their establishment and scientific focus are determined with regard to the established concept of the Institute, taking into account the scientific results achieved.

Research activities of the Institute are carried out by the following research departments:

- Department of Biophysical Chemistry and Molecular Oncology - DBCMO
- Department of Structure and Dynamics of Nucleic Acids - DSDNA
- Department of Molecular Biophysics and Pharmacology - DMBP
- Department of Biophysics of Nucleic Acids - DBNA
- Department of Molecular Epigenetics - DME

Department of Molecular Cytology and Cytometry - DMCC  
Department of Plant Development Genetics - DPDG  
Department of Cytokinetics - DC  
Department of Biophysics of Immune System - DBIS  
Department of Cell Biology and Radiobiology – DCBR

2. The Heads of Research Departments (hereinafter referred to as 'Heads') shall be appointed and dismissed by the Director. Appointment to the position of Head may be (see 2.1) or may not be (see 3.2) preceded by the selection procedure under Article 8 (3) of the Rules of Organization. The Head is responsible to the Director for the activities of the Research Department. The Head shall, with the approval of the Director, appoint a representative to represent them in the time of their absence within the scope of the delegated powers.

2.1. The selection procedure for the position of the Head is announced by the Director of the IBP or a person authorized by them. The selection procedure must be announced at least three weeks before the deadline for submission of applications. The selection procedure is disclosed on the website of the Institute, or on the website of the Academy or by advertising in professional journals. The selection process will specify the way in which applications are submitted, the applicant's professional criteria and the deadline for submitting applications. An application will be included in the selection procedure if its content complies with the published selection conditions. Selection of candidates will be carried out by a five-member committee composed of four internal staff members, including the Director and one external member, based on pre-established evaluation criteria. This committee is appointed by the Director. The committee will present suitable candidates to the Institute Board, which will select one of them at its meeting by secret ballot. Such candidate is then recommended by the Institute Board to the management of the Institute. The new Head is appointed by the Director of the Institute. A priority assessment criterion is to maintain a successful continuity of research activity in a given research department, if the continuity of the research activity is desirable with respect to the current research activity. Otherwise, the Institute Board (Art. 4), in conjunction with the Institute management and the International Advisory Council (Art. 7), sets out a new department concept or a deeper reorganization thereof.

2.2. The Director may appoint a Head directly without a selection procedure when the resigning member suggests their successor from the existing department employees, provided that the department has adequate long term performance, addresses key projects of the IBP, has adequate financial background and it is thus desirable to maintain research continuity to the maximum extent. Approving statements of the Institute Board and of the International Advisory Council are needed for this method of appointing a new Head.

3. The Head of the Research Department may, with the approval of the Director, set up research groups, propose their supervisors and delegate some of their powers to them. Working units in research departments are the research teams, which are established for a limited period of time in order to address the accepted grant projects.

4. The Head of the Research Department shall be responsible in particular for the following tasks:

- a) to manage the activities of the Research Department and research group, to issue binding instructions to subordinate staff members as necessary;

- b) to be responsible for the legal, economic and accountable spending of funds and the use of assets entrusted to the Research Department;
- c) to submit comprehensive proposals for the performance of the tasks and expert opinions of the Research Department to the Director;
- d) to propose changes in the organization and activities of the Research Department,
- e) to recommend the submission of grant projects within the Research Department, to approve the personnel composition and capacity of the research team;
- f) to be responsible, within the Research Department, for compliance with generally applicable laws and regulations, in particular those relating to the safety and health of workers, fire protection, environmental protection, for the organization of the associated trainings and for participation in preventive medical examinations;
- g) to propose the workload of subordinate staff members;
- h) to propose functional classification of subordinate employees and the amount of their salary to the Director,
- i) to allow for compensatory time off, to order holiday onset, etc.
- j) to deploy subordinate staff members on business trips with the exception of business trips using private motor vehicles and trips abroad;
- k) to be responsible for releasing results of research activities (publications, lectures, seminars, internet presentations, activity reports, popularization, etc.);
- l) to design and organize research events (seminars, conferences, etc.);
- m) to take care of the development of international cooperation within the Research Department;
- n) to ensure cooperation and coordination of activities with other departments.

#### Art. 9 **Director's Secretariat**

The Director's Secretariat ensures the organizational and administrative conditions for the activities of the Director and the deputy thereof, in particular in contact with specialist departments, with individual staff members and with superior authorities.

The Director's Secretariat works under the direct authority of the Director.

The Director's Secretariat shall perform the following tasks:

- a) to cooperate in the implementation of all the professional and organizational activities of the Director to the extent necessary, in particular
- b) to ensure the keeping of records of the Institute, the agenda of scientific education, foreign relations, defense and protection, complaints, notifications and suggestions of employees;
- c) to ensure meetings of the bodies of the Institute, seminars and other events of the Institute management;
- d) to participate in the annual assessment of the Institute, in preparing the Annual Report on the Institute professional activities, in the processing of grant applications, in writing partial and final reports, etc.
- e) to provide correspondence with the central bodies of the CAS, in particular the timely processing of documents requested by the CAS management,



- f) to maintain database records of information about publications and projects.

Art. 10  
**Project Manager**

A separate organizational unit is a department of the Project Manager, who is directly subordinate to the Director and ensures in particular the following tasks:

- a) to supervise the successful implementation of projects from the Structural Funds, preparation of monitoring reports and solutions to comments on them, cooperation with partners, records of project information in the CAS database, etc., to help in the search for new projects and in the preparation of new applications, to communicate with project providers;
- b) to provide all necessary activities and negotiations in the area of public procurement, to organize all tender processes in the framework of public procurement, as well as all related activities;
- c) to ensure the release of contracts subject to the obligation to publish pursuant to Act No. 340/2015 Coll., on the Register of Contracts, as amended, in the Register of Contracts;
- d) to fulfil of all other necessary activities in the area of research and development of the Institute.

The Project Manager is appointed and removed by the Director.

Art. 11  
**Project coordinator of the RDE Operational Program**

The Project coordinator of the RDE (research, development and education) Operational Program is directly subordinate to the Director and is responsible for the overall project management.

In particular, they provide operational solutions to the problems of an excellent team in cooperation with a key scientist who manages the research team, on professional issues and with an executive manager who manages the administrative team on administrative issues.

The key scientist and executive manager are directly subordinate to the project coordinator.

Art. 12  
**Information Technology Centre**

1. The Information Technology Centre (ITC) provides information activities related to the acquisition, processing and dissemination of scientific and technical information within the scope of the Institute. It coordinates the preparation of materials related to the scientific and research activities of the Institute in the area of contact with state authorities and institutions.

2. The ITC is managed by the Head of Economic Department. The Head of the ITC is appointed and dismissed by the Director upon proposal of the Head of Economic Department.

3. The ITC includes the Computer Science Laboratory (CSL) and the Scientific and Technical Information Section (STIS), which consists of a scientific library, and a scientific documentation section.

In particular, the CSL shall perform the following tasks:

- a) to ensure the operation, maintenance and development of the computer network of the Institute
- b) to ensure the functionality of the computer network connection of the Institute to the Brno Academic computer network and the Internet,
- c) to provide support for research projects carried out in the Institute.

In particular, the STIS shall perform the following tasks:

- a) to prepare documents for the Czech and English versions of the Annual Report on Research Activities of the Institute;
- b) to keep records of publishing and lecture activities and research works;
- c) to process cataloguing records in computer;
- d) to order, keep records of and lend professional journals and books;
- e) to perform and provide reprographic works.

#### Art. 13

#### **Economic Department**

In particular, the economic department shall perform:

- a) financial management of the Institute and coordination of drawing on institutional, special-purpose and off-budget funds;
- b) audit verification of the annual financial statements and preparation of the annual report on the management of the Institute;
- c) in cooperation with the research section, prepare and process a plan for drawing institutional and special-purpose funds and ensuring its implementation;
- d) monitoring the use of funds at the level of individual projects, both in terms of material and financial discipline;
- e) execution of payroll in accordance with approved internal wage regulation
- f) provision of material and technical supply and warehouse management;
- g) keeping accounting records, including records of assets, in accordance with the Accounting Act and other implementing regulations;
- h) provision of organizational, administrative, personnel and social agenda of the Institute;
- i) provision of the preparation of tenders in the Institute and responsibility to the Director for their conduct and outcome; supervision of the subsequent implementation of the results of said tenders;
- j) the Head of Economic Department mediates contact with the CAS.

The Head of Economic Department is appointed and removed by the Director after consultation with the Institute Board.

Art. 14  
**Technical Department**

In particular, the Technical Department shall provide:

- a) technical operation of the Institute;
- b) professional activities related to the management of buildings and other immovable and movable property and further provision of the trouble-free operation of all technical facilities of the Institute;
- c) maintenance, overhaul and reconstruction of buildings, technical equipment, machinery and equipment;
- d) performance of tasks related to energy, water and waste management;
- e) performance of tasks related to internal management, cleaning, operation of cafeterias, glass washrooms and guarding services organizations,
- f) administrative and technical tasks related to the operation of the car traffic.

The Head of the Technical Department is appointed and removed by the Director after consultation with the Institute Board.

Art. 15  
**PR Manager**

PR Manager provides activities related to PR ("public relation") activities that lead to the promotion of the activities of the Institute of Biophysics of the CAS v. v. i. in the public eye. It is a presentation of research results in the media and popular science journals. PR Manager also organizes the IBP Open House Days, presents the Institute at the Science Fair and coordinates the updating of the IBP website. PR Manager cooperates with the PR representative of the Academic Council.

The PR Manager shall be appointed and removed by the Director after consultation with the Institute Board.

Art. 16  
**Manager for promotion of research team excellence**

The Manager for promotion of research team excellence of the Institute is directly subordinate to the Institute Director. They provide organizational tasks related to research support activities, in particular:

- to ensure compliance with the schedule for the submission of research applications. They inform the staff of the Institute of Biophysics of the CAS, v.v.i. and optionally also the public about their activities.

The Manager for promotion of research team excellence is appointed and removed by the Director after consultation with the Institute Board.

Art. 17

## **Lawyer**

The lawyer ensures that the necessary matters are handled in the legal agenda, in particular by:

- a) providing legal advice;
- b) conducting legal analysis of matters;
- c) drafting documents on legal negotiations;
- d) representing the Institute in proceedings before public authorities, in particular before courts and administrative authorities;
- e) representing the Institute in dealing with its business partners, counterparties and, where applicable, other designated entities.

## **Art. 18**

### **Institutional Laboratories and Facilities**

These laboratories include the following workplaces:

- a) Laboratory of Cell Biophysics, which consists of a flow cytometry and confocal microscopy laboratory;
- b) Irradiation facility;
- c) Greenhouse for growing experimental plants;
- d) Laboratory Animal Breeding Facility.

The Laboratory Animal Breeding Facility allows efficient breeding of laboratory rodents and experimental work on conventional and genetically modified strains of rodents. The operation of this facility is managed by the Head of the Laboratory Animal Breeding Facility, who in particular:

- (i) directs the work of keepers;
- (ii) keeps zootechnical and genetical records of the farmed animal species;
- (iii) ensures, in accordance with the law, the examination of animals and the authorization of trial initiation;
- (iv) processes technological procedures and rules of operation,
- (v) checks the trial logs
- (vi) monitors changes and provides trainings on new legislative changes related to the operation of the menagerie and breeding of experimental animals
- (vii) directs the expert committee on animal welfare.

The Head of the Laboratory Animal Breeding Facility is appointed and removed by the Director.

## **Art. 19**

### **Institutions in collaboration**

The Institute cooperates closely with universities and other scientific and professional institutions. One of the important forms of this cooperation is the establishment of institutions (laboratories) in collaboration, which bring together specialists from vari-

ous institutions to work on a joint research program. The Institute's most important institutions in collaboration are:

**a) CEITEC Laboratory in collaboration**

CEITEC (Central European Institute of Technology) is the center of scientific excellence in life sciences and advanced materials and technologies, the main mission of which is to build a major European science and education center with excellent facilities and conditions for the best researchers. It was approved by the European Commission and created from a joint project of 6 major universities and research institutions in Brno, supported by the South Moravian Region and the City of Brno.

**b) ICRC Laboratory in collaboration**

ICRC (International Clinical Research Centre) is a scientific research and public center of excellence in health care focused on finding new methods, technologies and medicines for effective prevention, early diagnosis and individualized treatment of cardiovascular and neurological diseases. The close link between medical research and clinical care makes it possible to transfer the latest research results very quickly into clinical practice. The center is being built as part of the long-term cooperation of St. Anne's University Hospital with the American Mayo Clinic and other Czech and foreign partners.

More detailed specification of the operation of laboratories and the use of joint technologies is governed by separate contracts concluded between the Institute of Biophysics of the CAS, v.v.i. and individual partners.

Laboratories in collaboration are managed by researchers, who are appointed to and removed from the position of the Laboratory in collaboration Manager by the Director, in writing.

Art. 20  
**Scientific Incubator**

1. The Institute is interested in ensuring the internationalization of the workplace and the introduction of new modern directions of research. For this purpose, a Scientific Incubator is established, which guarantees the creation of new jobs for researchers with innovative projects that they intend to implement in the Institute, and which are in line with the long-term concept of the Institute.

2. The Scientific Incubator means workspaces - laboratories that are provided to researchers of significant professional quality, in which said researchers with innovative ideas can gain space for their scientific work.

3. In addition to the relevant infrastructure within the normal overhead costs of projects, the Institute will also provide researchers included in the Scientific Incubator with access to the so-called "core facility" laboratories (i.e., laboratories in collaboration equipped with confocal microscopes, flow cytometers, irradiators) and to the laboratory animal breeding facility.

4. Applicants for a position in the Scientific Incubator will be selected based on selection procedure. The selection procedure is announced by the Director of the IBP or a person authorized by them. The selection procedure must be announced at least three weeks before the deadline for submission of applications. The selection procedure will specify the way in which applications will be submitted, together with

the deadline by which applications can be filed. Further conditions for accepting applications may be specified in the selection procedure announcement. The application will be included in the selection procedure if its content corresponds to the published selection procedure conditions. The candidate selection will be made by the Committee appointed by the Director. The Committee recommends researchers to be included in the Scientific Incubator to the Director. The conditions for the research activities in the Scientific Incubator will be regulated by a contract between the Institute and the researcher. The announcement of the selection procedure for the inclusion of researchers in the Scientific Incubator will be published on the website of the Institute (<https://www.ibp.cz>) and on the websites with job advertisements.

5. After the project of the Scientific Incubator expiry (usually 3 years), there is no automatic entitlement to a job. The research activity of a researcher working in the Scientific Incubator will be evaluated by the IAC after three years. The IAC may issue recommendations for the inclusion of the research activity of innovative idea in the Institute's research activities, either by setting up a new independent scientific team or by integrating it in an existing research department. The IAC may also recommend stopping the Incubator activity due to non-fulfilment of assigned tasks.

6. Research activities in the Scientific Incubator consisting of the development of innovative ideas of individual researchers will be funded for the first three years from the institutional support of the IBP and subsequently exclusively from the funds coming from the grant projects; unless otherwise recommended by the IAC or the Institute Board. The researchers also arrange the research funding themselves, from grant projects.

7. Researchers enrolled in the Scientific Incubator may, on the basis of compliance with the above conditions, be assigned to one of the research departments or may participate in a selection procedure for the position of head of the research department (Article 8 (3) of the Organizational Rules).

#### Art. 21

### **Organizational Scheme**

The organizational chart of the Institute is given in Annex No. 1 to these Rules of Organization.

## **Part Three**

### **Employees**

#### Art. 22

### **Employees of the Institute**

1. The status of employees is regulated by legal regulations, in particular the Labor Code, the Statutes of the CAS and internal regulations of the Institute.

2. The specific scope of rights and obligations of individual employees arises from their functional classification, which is approved by the Director based on the proposal of Heads of the relevant departments and based on their job description. The employee must be demonstrably familiar with the job description.

3. The basic duty of all employees is to fulfil, within the scope of working hours, work tasks resulting from the employment contract, function classification and job description.

4. All employees are obliged to maintain, in accordance with special legal regulations, the confidentiality of facts with which they come into contact in connection with the performance of their work.

5. Recruitment and selection of BFÚ staff is open, transparent, with an assessment of the contribution of candidates and with the exclusion of any discrimination (OTM-R). The detailed procedure for the recruitment and selection of employees is regulated by the Internal Regulation on the Recruitment of BFÚ Employees and Article 51 of the Statutes of the Academy of Sciences of the Czech Republic.

6. Other gainful activities or other activities may be performed by employees only in compliance with the Labor Code. Such activities shall not prejudice the observance of their essential professional duties.

7. The Career Code of the Institute shall set out the detailed regulation of the position, rights and obligations of the researchers at the Institute and the rules of attestation proceedings.

#### Art. 23

### **Assembly of Researchers**

1. The Assembly of Researchers (hereinafter referred to as "the Assembly") consists of researchers of the Institute. Details on the composition of the Assembly are governed by the Election Rules of the Institute Board.

2. The Assembly shall elect and remove:

- a) by secret ballot, members of the Institute Board;
- b) representatives of the Institute to the Academic Assembly of the CAS.

3. Assembly:

- a) proposes candidates for the positions of Chairperson of the Czech Academy of Sciences, members of the Academic Council and members of the Scientific Council of the Academy;
- b) expresses their opinion on the most important issues of the operation, organization and management of the Institute presented to them by the Director, the Board of Directors, the Supervisory Board or contained in the request of the researchers to convene the Assembly.

4. The Assembly shall meet as necessary. It is convened by the Director or Chairperson of the Institute Board. The Assembly is chaired by a convener or a member elected from the Assembly.

5. If at least one third of the researchers so request, the Assembly shall be convened within two weeks of receipt of the written request.

6. The Assembly shall have a quorum in the presence of an absolute majority of the researchers. The validity of its resolution requires the consent of an absolute majority of the present researchers.

### **Part Four**

## **Final Provisions**

### **Art. 24**

1. Competitive disputes between individual departments are settled by managers thereof, by mutual agreement. If no agreement is reached, the closest joint supervisor or the Director decides.

2. The delegation of power shall be in writing. By delegating power, neither the Director nor the manager of the organizational unit is relieved of their responsibilities.

3. The Rules of Organization ...shall expire on the effective date of these Rules of Organization.

4. The Rules of Organization were approved by the Institute Board on ... and become effective... on .

In Brno on ...

doc. RNDr. Eva Bártová, Ph.D., DSc.  
Director of the Institute of Biophysics  
of the CAS, v. v. i.