



# BIOLOGICKÉ CENTRUM AV ČR, v. v. i.

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<b>BC ORGANISATIONAL RULES</b>	
	<b>Number:</b> SBC-104/2024
	<b>Name of the entity:</b> Biology Centre CAS <b>ID:</b> 60077344
	<b>Content:</b> I. Introduction 1. Introductory provisions 2. Purpose and object of the BC II. BC Authorities 1. Breakdown and general obligations 2. BC Director 3. BC Board 4. BC Supervisory Board III. Organisational structure of the BC 1. Basic breakdown 2. BC Secretariat 3. Technical and Administration Service 4. BC Scientific Institutes 5. Director of the Institute 6. Scientific Board of the Institute 7. Lower organisational units of the BC IV. BC Staff 1. Status and duties of BC staff 2. Assembly of BC Researchers V. Final provisions
	<b>Validity:</b> the date of signing
	<b>Force:</b> from 1.8.2024
	<b>Latest update:</b>
	<b>Notification of the entry into force of the Directive - addressees:</b> All BC staff via the BC Newsletter and email.



<b>I.</b>	<b>Part I. INTRODUCTION</b>
	<b>Article 1 Introductory provisions</b>
<b>I.1.1</b>	The Organisational Rules (hereinafter referred to as the "OR") of the Biology Centre CAS (hereinafter referred to as the "BC") define the position and tasks of the workplace, its organisational structure, internal relations, status of employees, duties and authorizations, and activities of individual departments, in accordance with Act No. 341/2005 Coll, on Public Research Institutions (hereinafter referred to as the "PRI Act"), Act No. 283/1992 Coll., on the Academy of Sciences of the Czech Republic, as amended, and the Statutes of the Academy of Sciences of the Czech Republic (hereinafter referred to as the "Statutes").
<b>I.1.2</b>	The OR are binding on all employees employed by the BC, and its provisions apply mutatis mutandis to employees working under agreements for work performed outside the employment relationship. For the sake of simplicity and clarity, the OR uses the masculine form of entities, functions, etc. The masculine form of the term is therefore to be interpreted as an abbreviation which can also be read in the feminine form.
<b>I.1.3</b>	Basic information of the BC: a) Name: Biology Centre CAS b) Founder: the Academy of Sciences of the Czech Republic (hereinafter referred to as the "CAS" or "Founder"), Národní třída 3, Prague 1 c) Founding document: the Founding Charter issued by the CAS on 28 June 2006 d) Legal form: Public research institution registered since 1 January 2007 in the Register of Public Research Institutions maintained by the Ministry of Education, Youth and Sports of the Czech Republic e) Registered office: Branišovská 1160/31, 370 05 České Budějovice f) ID No.: 60077344 g) VAT No.: CZ60077344 h) The BC is a legal entity established for an indefinite period of time
	<b>Article 2 Purpose and object of the BC</b>
<b>I.2.1</b>	The purpose of the BC is to carry out scientific research in biological disciplines, in particular entomology, hydrobiology, plant molecular biology, parasitology and soil biology, and to provide infrastructure for this research and contribute to the use of its results.
<b>I.2.2</b>	The main activities of the BC are: a) Scientific research in the fields of: aa) general and applied entomology and related fields, bb) hydrobiology-climnology and related fields, cc) parasitology and related disciplines, dd) molecular biology of plants and related fields, ee) soil biology and related fields. The BC contributes to the advancement of knowledge in the above fields. It acquires, processes and disseminates original scientific information, publishes scientific publications and is involved in the popularisation of science.



	<p>b) Use of the acquired knowledge in practice. The BC contributes to the use of the results of scientific research in nature conservation and environmental protection, agriculture, water management, forestry and medicine. Provides contract research.</p> <p>c) Education. In collaboration with universities, the BC implements degree programs and trains researchers.</p> <p>d) International cooperation. The BC develops international cooperation, including the organisation of joint research, the recruitment and secondment of trainees, the exchange of scientific knowledge and the preparation of joint publications.</p> <p>e) Conferences and seminars. The BC organises domestic and international scientific meetings, congresses, conferences, symposia and seminars.</p> <p>f) Infrastructure: The BC provides the infrastructure for the research, including providing temporary accommodation for its staff and guests, providing on-site catering and running a playgroup.</p>
I.2.3	<p>The subject of other activities of the BC is in particular:</p> <p>a) advisory and consulting activities,</p> <p>b) the preparation of expert studies and reports and testing, measurement, analysis and inspection, all in the areas of the scientific activities of the workplace; and</p> <p>c) methodological activities in the field of industrial legal protection.</p> <p>The conditions for other activities are determined by the relevant business licences and the PRI Act.</p>
I.2.4	<p>The scope of the additional and other activities shall not exceed in total 20% of the BC's working capacity for the period in question.</p>
<b>II.</b>	<p style="text-align: center;"><b>Part II.</b> <b>BC AUTHORITIES</b></p>
	<p><b>Article 1</b> <b>Breakdown and general obligations</b></p>
II.1.1	<p>The BC bodies are:</p> <p>a) Director</p> <p>b) The Board of Institution (hereinafter referred to as the "BC Board")</p> <p>c) Supervisory Board (hereinafter referred to as the "BC SB")</p>
II.1.2	<p>According to the relevant provisions of the PRI Act, members of the BC bodies are obliged to maintain confidentiality of the facts they come into contact with in connection with the performance of their duties as a member of a BC body. Breach of this obligation may be grounds for removal from office as a member of a BC body.</p>
	<p><b>Article 2</b> <b>BC Director</b></p>
II.2.1	<p>The Director of the BC is appointed and dismissed by the Founder.</p>
II.2.2	<p>The Director is the statutory body of the BC, acts on its behalf and makes decisions in all matters of the BC unless they are entrusted to the competence and authority (for simplicity, this OR use only the term authority) of the BC Board, the Supervisory Board or the Founder.</p>
II.2.3	<p>The Director of the BC is bound by the law, the Articles of Association and the internal regulations of the BC in his decisions.</p>
II.2.4	<p>The position of the Director is incompatible with the position of the Director of a scientific institute (hereinafter also referred to as the "Institute").</p>



<b>II.2.5</b>	The length of the Director's term of office is set at 5 years in accordance with Section 17(9) of the PRI Act. The same person may hold the office of Director for a maximum of two consecutive terms. The Director shall hold this office in an employment relationship.
<b>II.2.6</b>	The Director is obliged to: <ul style="list-style-type: none"><li>a) ensure proper bookkeeping,</li><li>b) submit a draft of the Annual Report to the BC Board and the Supervisory Board after the financial statements have been audited,</li><li>c) submit to the Founder the audited financial statements and the Annual Report approved by the Supervisory Board,</li><li>d) to submit proposals for research, development and innovation projects to the Provider, as discussed by the BC Board,</li><li>e) to submit to the BC Board proposals concerning the BC budget and amendments thereto and proposals for BC internal regulations, except for the Rules of Procedure of the Supervisory Board, and amendments thereto,</li><li>f) to submit proposals for amendments to the BC Board; after their consideration by the BC Board, it shall forward them to the Founder,</li><li>g) to submit to the Supervisory Board for approval draft legal acts (legal actions) for which its prior written consent is required pursuant to Section 19(1)(b) of the PRI Act,</li><li>h) issue internal regulations pursuant to Section 20(1)(c) to (e) of the PRI Act,</li><li>i) conceptually, organisationally, economically and personally ensure the implementation of scientific research and other activities in the BC in accordance with the BC Charter and the BC Development Concept,</li><li>j) to determine the internal distribution of the BC budget (hereinafter referred to as the "Internal budget") between the individual Institutes, the Secretariat of the Director of the BC (hereinafter referred to as the "Secretariat") and the BC Technical and Administration Service (hereinafter referred to as the "TAS"), to determine the use of funds within the BC and to determine internal changes to the budgets of the individual Institutes and the TAS within the BC, after the discussion at BD</li><li>k) decide on the allocation and use of earmarked funds within the BC, according to the rules of the provider of the purpose funding</li><li>l) with due care and diligence, to ensure that BC funds are used efficiently and, in the event of doubt, to order remedial action,</li><li>m) approve and sign documents relating to the economic activities of the Institute,</li><li>n) to take legal action in labour relations on behalf of the whole of the BC, to decide on the classification of BC employees into grades and on the amount of their pay,</li><li>o) ensure compliance with regulations relating to occupational health and safety, fire protection, environmental protection and civil defence.</li></ul>
<b>II.2.7</b>	The Director of the BC is authorised in particular to: <ul style="list-style-type: none"><li>a) to appoint and remove their deputies to represent them during their absence or on specified matters (the deputies of the Director represent in the order and within the scope of delegated powers),</li><li>b) appoint and dismiss the Director of the Institute, after the discussion at BC Board</li><li>c) approve and submit proposals for BC staff projects on behalf of the BC,</li><li>d) approve business trips by BC staff,</li></ul>



	<p>e) to establish its permanent or temporary advisory bodies, in particular the Board of Directors (hereinafter referred to as the “BD”), the International Scientific Board (hereinafter referred to as the "IAB") and other commissions and working groups established specifically for a particular subject;</p>
<b>II.2.8</b>	<p>The BD is a permanent advisory body to the Director.</p> <p>a) The members of the BD are, by virtue of their functions, the President of the Council of the BC and the Directors of the Institutes.</p> <p>b) The Director may also invite other BC staff or other persons to attend a meeting of the BD or part thereof.</p> <p>c) The members of the BD may, in justified cases, send an instructed substitute (representative) to the meeting.</p> <p>d) Meetings of the BD shall be convened as necessary and chaired by the Director. The date of the meeting shall be notified to the members of the BD at least 10 working days in advance.</p> <p>e) Written minutes of the meetings of the BD and, where appropriate, of the meetings of its other advisory bodies, as decided by the Director, shall be made available to all BC employees.</p>
	<p><b>Article 3</b> BC Board</p>
<b>II.3.1</b>	<p>Members of the BC Board are elected and dismissed by the Assembly of Researchers. The number of members of the BC Board and the election and dismissal of its members are regulated by the PRI Act and the Statutes; the details are set out in the Election Regulations of the BC Board.</p>
<b>II.3.2</b>	<p>The BC Board shall consist of a Chairman, a Vice-Chairman and other members. The Chairman and Vice-Chairman shall be elected and dismissed by the BC Board.</p>
<b>II.3.3</b>	<p>The Rules of Procedure of the BC Board shall determine the manner of proceedings of the BC Board.</p>
<b>II.3.4</b>	<p>The BC Board in particular:</p> <p>a) ensure that the purpose for which the BC was established is preserved and that the public interest is served in its activities,</p> <p>b) determines the direction of BC's activities in accordance with its Charter and decides on the concept of its development,</p> <p>c) discusses the draft BC budget, draft budget amendments and draft medium-term budget outlook,</p> <p>d) approves the internal regulations of the BC referred to in Section 20(1)(a) and (b) of the PRI Act,</p> <p>e) discusses the draft Annual Report, financial statements and internal regulations of the BC referred to in Section 20(1)(c) to (e) of the PRI Act,</p> <p>f) discusses draft amendments to the constitution,</p> <p>g) discusses a proposal for the procedure of the Founder pursuant to Section 10(2)(a) and (b) of the PRI Act, or gives prior consent to such procedure in the cases provided for in Section 11(2), (4) and (6) and Section 12(1) of the PRI Act, and in the case provided for in Section 9a(1), second sentence of the PRI Act, gives prior consent to the change of the Founder,</p> <p>h) proposes the members of the selection committee and the dismissal of the Director pursuant to Section 17(2) of the PRI Act and discusses the Founder's</p>



	<p>intention to appoint or dismiss the Director pursuant to Section 17(2) of the PRI Act,</p> <ul style="list-style-type: none"><li>i) discusses proposals for BC research, development and innovation projects,</li><li>j) discusses the principles for evaluating the scientific work of individuals, scientific teams and scientific institutes of the BC and evaluates the scientific performance of teams and scientific institutes,</li><li>k) discusses proposals for the negotiation of BC cooperation agreements,</li><li>l) announces the selection procedure and, based on its result, proposes to the Director the appointment of the selected candidate as the Director of the Institute,</li><li>m) shall establish its advisory bodies.</li></ul>
	<p><b>Article 4</b> <b>Supervisory Board of the BC</b></p>
<b>II.4.1</b>	The Chairman, Vice-Chairman and other members of the Supervisory Board are appointed and dismissed by the Founder.
<b>II.4.2</b>	The rules of procedure of the BC SB shall be determined by the Rules of Procedure of the BC SB, which shall be approved by the Founder upon its proposal.
<b>II.4.3</b>	<p>The BC SB in particular:</p> <ul style="list-style-type: none"><li>a) supervise the activities and management of the BC, and for this purpose, its members are entitled, on the basis of a decision of the BC SB, or even without such a decision if the BC SB is unable to perform its functions, to inspect the accounting documents and other documents at any time, to request the necessary explanations and to ascertain the actual situation,</li><li>b) supervises the disposal of BC property and issues prior written consent to legal transactions pursuant to Section 19(1)(b) of the PRI Act,</li><li>c) proposes to the Founder the dismissal of the Director and discusses the Founder's intention to appoint or dismiss the Director pursuant to Section 17(2) of the PRI Act,</li><li>d) prepares draft Rules of Procedure of the BC SB and amendments thereto and submits them to the Founder for approval,</li><li>e) expresses its opinion on proposals to amend the BC's Charter,</li><li>f) comments on a proposal to merge, amalgamate or split the BC,</li><li>g) comments on the BC's draft budget and its management,</li><li>h) express its opinion on other or different activities of the BC and on other matters submitted to it by the Director of the BC or the Founder,</li><li>i) approves the annual report,</li><li>j) expresses its views on the BC's activities and publishes them once a year in its Annual Report,</li><li>k) submits to the Director, the BC Board and the Founder proposals for the elimination of the identified deficiencies in the exercise of their powers,</li><li>l) submits a report on its activities to the Founder and the Director at least once a year,</li><li>m) appoints the auditor for the purpose of auditing the financial statements,</li><li>n) discusses proposals for amendments to the constitution,</li><li>o) provides the founder with the necessary information on the activities and management of the BC.</li></ul>
<b>III.</b>	<p style="text-align: center;"><b>Part III.</b> <b>ORGANISATIONAL STRUCTURE OF THE BC</b></p>



	<b>Article 1</b> <b>Basic breakdown</b>
<b>III.1.1</b>	The organisational structure of the BC is graphically presented in Annex 1 (Organisational Chart of the BC). The BC is a public research institution and as such is a subject of rights and obligations (i.e., it has a legal personality); the individual organisational units of the BC (Institutes, Secretariat, TAS) do not have a legal personality.
<b>III.1.2</b>	Joint activities within the BC are provided by: a) Secretariat of the Director of the BC (Secretariat), (b) Technical and Administration Service (TAS).
<b>III.1.3</b>	The basic organisational components of the BC are the scientific institutes in alphabetical order: a) Institute of Entomology (IE), b) Institute of Hydrobiology (IHB), c) Institute of Parasitology (IPA), d) Institute of Plant Molecular Biology (IPMB), e) Institute of Soil Biology and Biogeochemistry (ISBB).
	<b>Article 2</b> <b>BC Secretariat</b>
<b>III.2.1</b>	The Secretariat provides: a) administrative, technical and economic activities of the Director, b) the Director's interaction with the TAS, Institutes and advisory bodies, c) the Director's interaction with the BC Board and the BC SB.
<b>III.2.2</b>	The Secretariat is managed by the Secretary of the BC, whose position is filled on the basis of a selection procedure announced by the Director.
<b>III.2.3</b>	The Secretary of the BC is accountable to the Director for their activities.
<b>III.2.4</b>	Other positions are created and abolished in the Secretariat as decided by the Director.
<b>III.2.5</b>	The BC Secretariat manages independently mainly: a) with institutional funds, in the amount established and allocated in the BC internal budget b) with the resources allocated in the BC internal budget to ensure the continuation of planned and jointly implemented activities, c) with the resources of the Property Reproduction Fund, the Assigned Funds, the Reserve Fund and the Social Fund, in accordance with the relevant internal regulations of the BC, d) with the BC's movable property, which is separately accounted for and inventoried for the individual BC organisational units, e) with gifts.
	<b>Article 3</b> <b>Technical and Administrative Service</b>
<b>III.3.1</b>	The TAS provides the research infrastructure at the BC and the operation of the BC.
<b>III.3.2</b>	The TAS is managed by the Head of the TAS.
<b>III.3.3</b>	The TAS provides in particular: a) employment, payroll and accounting agenda, including relations with financial institutions,



	<ul style="list-style-type: none"><li>b) the agenda of occupational safety and health, fire protection, environmental protection, civil defence and defence security,</li><li>c) administration, protection, maintenance and repair of property, car transport,</li><li>d) construction and investment activities,</li><li>e) energy operation and material and technical security,</li><li>f) maintenance of technological equipment, management of assigned lecture facilities, infrastructure and information technology services,</li><li>g) maintenance, repair and manufacture of instruments, tools, office and laboratory furniture and other equipment according to technical possibilities and workshop equipment</li><li>h) project service in accordance with the mission of the project department,</li><li>i) the agenda of tendering and contracting procedures for public procurement,</li><li>j) factory catering,</li><li>k) children's group,</li><li>l) participates in the operation of the Academic Library of the University of South Bohemia in České Budějovice on the basis of the Agreement on Cooperation in Providing Library Services,</li><li>m) technology transfer services,</li><li>n) media and public relations and popularization of the BC.</li></ul>
<b>III.3.4</b>	<p>The TAS manages independently, in particular:</p> <ul style="list-style-type: none"><li>a) with financial resources, in the amount set and allocated by the BC internal budget,</li><li>b) with the resources allocated in the BC internal budget to support other planned and central activities,</li><li>c) with BC's immovable property and funds earmarked for its maintenance, repair, reconstruction and development.</li><li>d) with funds earmarked in the form of a subsidy for the reproduction of assets,</li><li>e) with the resources of the Property Reproduction Fund, the Assigned Funds, the Reserve Fund and the Social Fund, in accordance with the relevant BC internal regulations,</li><li>f) with the BC's movable property, which is separately accounted for and inventoried for the individual BC organisational units,</li><li>g) with gifts.</li></ul>
	<p><b>Article 4</b> <b>Head of the TAS</b></p>
<b>III.4.1</b>	<p>The Head of the TAS is appointed and dismissed by the Director. The Head of the TAS shall hold this post in an employment relationship.</p>
<b>III.4.2</b>	<p>The Head of the TAS is accountable to the Director of the BC for the activities of the TAS. In their decisions, the Head of the TAS is bound by the law, the Statutes, these Rules and Regulations and other internal regulations of the Founder and the BC.</p>
<b>III.4.3</b>	<p>In particular, the Head of the TAS is obliged to:</p> <ul style="list-style-type: none"><li>a) conceptually, organisationally, economically and personally ensure the research infrastructure and operation of the BC,</li><li>b) to control and evaluate the work of the TAS employees and to take measures to improve the quality of the work performed,</li><li>c) ensure that funds are managed in accordance with the approved internal budget, that they are spent efficiently and that assets are used economically,</li></ul>



	<p>d) to announce selection procedures for positions in the TAS according to this OR and to appoint members of the selection committee,</p> <p>e) determine the job classification, job description, place of work and salary of BC employees assigned to the TAS in accordance with generally binding regulations and the BC Wage Regulation,</p> <p>f) ensure that the TAS complies with generally applicable legal regulations and internal BC regulations, in particular regulations on health and safety, fire protection and environmental protection.</p>
<b>III.4.4</b>	<p>The Head of the TAS is authorised to:</p> <p>a) enter into employment contracts, amendments and termination documents with BC employees assigned to the TAS, including agreements for work outside the employment relationship,</p> <p>b) to conclude on behalf of the BC employment agreements, purchase agreements and, where appropriate, other contracts with a value not exceeding CZK 1 million excluding VAT, and to approve documentation for small-scale public contracts to be paid from the funds earmarked for the management of the TAS,</p> <p>c) to approve business trips by BC staff assigned to the TAS,</p> <p>d) appoint and dissolve its advisory bodies and working committees, and appoint and dismiss their members,</p> <p>e) issue internal TAS guidelines as necessary and within its competence (authority); these guidelines must be in accordance with BC's internal regulations,</p> <p>f) grant compensatory time off, decide on teleworking, determine leave time and order overtime for BC staff assigned to the TAS.</p>
<b>III.4.5</b>	<p>Without prior approval of the Director, the Head of the TAS is not authorized to:</p> <p>a) make organisational changes within the TAS and take personnel measures within the meaning of Section 52(a) to (c) of Act No. 262/2006 Coll., the Labour Code (hereinafter referred to as the "Labour Code"),</p> <p>b) award public works, supply and service contracts outside the small-scale public procurement regime,</p> <p>c) enter into cooperation agreements with domestic and foreign entities and establish joint workplaces,</p> <p>d) to dispose of BC's immovable property and to take any legal action that requires the prior written consent of the BC authorities or the Founder,</p> <p>e) set up or close bank accounts.</p>
<b>III.4.6</b>	<p>The Head of the TAS shall appoint its permanent or temporary advisory bodies. The permanent advisory bodies are in particular:</p> <p>a) Liquidation Committee,</p> <p>b) Inventory Committee.</p>
	<p><b>Article 5</b> <b>Scientific Institutes of the BC</b></p>
<b>III.5.1</b>	<p>The Institutes carry out the main, i.e., scientific, research and pedagogical activities of the BC and, if necessary, also provide other and different activities according to this OR.</p>
<b>III.5.2</b>	<p>The following are the main areas of independent management:</p> <p>a) with institutional funds, in the amount determined and allocated by BC's internal budget,</p>



	<p>b) with the earmarked funds allocated to support research projects and other tasks and with the funds obtained through the implementation of contracts for main, and other activities,</p> <p>c) with funds allocated to support foreign projects and other tasks,</p> <p>d) with funds earmarked in the form of a subsidy for the reproduction of assets,</p> <p>e) with the allocated resources of the Asset Replacement Fund, the Assigned Fund, the Reserve Fund and the Social Fund, in accordance with the relevant BC internal regulations,</p> <p>f) with the BC's movable property, which is separately accounted for and inventoried for the individual BC organisational units,</p> <p>g) with gifts.</p>
<b>III.5.3</b>	<p>The bodies of the Institutes are:</p> <p>a) Director of the Institute,</p> <p>b) Scientific Board of the Institute.</p>
	<p><b>Article 6</b></p> <p><b>Director of Institute</b></p>
<b>III.6.1</b>	<p>The Director of the Institute is appointed by the Director on the proposal of the BC Board submitted on the basis of a selection procedure. If the Director does not accept the proposal of the BC Board, they must justify their decision. The BC Board shall then call for a new selection procedure.</p>
<b>III.6.2</b>	<p>The Director of the Institute shall be removed by the Director at their own discretion or on a proposal from the BC Board. In the event that the Director of the Institute ceases to meet the conditions for the performance of their duties as set out in the PRI Act or these OR, the Director shall remove them without undue delay.</p>
<b>III.6.3</b>	<p>The selection process for the post of Director of the Institute is organised by the BC Board. The majority of the members of the Selection Committee are nominated by the Scientific Board of the Institute, the other members are appointed by the Director.</p>
<b>III.6.4</b>	<p>Only a natural person who fulfils the conditions under Section 17(4) of the PRI Act may be the director of an Institute. The fulfilment of these conditions shall be demonstrated in accordance with Section 17(5) of the PRI Act.</p>
<b>III.6.5</b>	<p>The term of office of the Director of the Institute is five years. In exceptional cases, the Director, with the approval of the BC Board, may extend the term of office of the Director of the Institute by a maximum of six months.</p>
<b>III.6.6</b>	<p>The office of Director of the Institute may be held by the same person for a maximum of two consecutive terms. The Director of the Institute shall hold office under an employment relationship. The salary of the Director of the Institute shall be determined by the Director in accordance with the BC Wage Regulation.</p>
<b>III.6.7</b>	<p>The Director of the Institute is responsible to the Director for the activities of the Institute. In their decisions, they are bound by the law, the Statutes, these OR and other internal regulations of the Founder and the BC.</p>
<b>III.6.8</b>	<p>The Director of the Institute shall issue internal instructions to the Institute as necessary and within their competence (authority). These instructions shall be in accordance with the internal rules of the BC.</p>
<b>III.6.9</b>	<p>In particular, the Director of the Institute is obliged to:</p> <p>a) conceptually, organisationally, economically and personally ensure the implementation of scientific research and other activities in the relevant scientific field,</p>



	<ul style="list-style-type: none"><li>b) to evaluate the scientific work of individuals and scientific teams and, according to the results of the evaluation, to take measures to improve the quality of the scientific activities of the Institute, or to submit proposals for implementation and improvement to the Director,</li><li>c) to ensure the management of financial resources in accordance with the approved internal budget of the Institute, their efficient use and economical use of assets,</li><li>d) to submit to the Director and the BC Board proposals and concepts for research activities of the Institute and proposals for BC research and development projects submitted by the staff of the Institute,</li><li>e) to check and confirm interim and final reports on the implementation of grant projects and requests from researchers for amendments to grant agreements and submit them to the Director for approval and signature,</li><li>f) to submit and provide the Director with documents for the BC Annual Report and other documents and information on the status and activities of the Institute requested by the Director,</li><li>g) to announce selection procedures for positions in the Institute according to these OR and to appoint members of the selection committee,</li><li>h) determine the job classification, job description, place of work and salary of BC employees assigned to the Institute in accordance with generally binding regulations, the results of attestation procedures and the BC Wage Regulations,</li><li>i) control and evaluate the activities of subordinate staff,</li><li>j) ensure compliance with generally applicable legal regulations and internal BC regulations, especially regulations on safety and health protection of employees, fire protection and environmental protection,</li><li>k) prepare a critical analysis of the previous calendar year's scientific activities for the BC Board.</li></ul>
<b>III.6.10</b>	<p>The Director of the Institute is authorised to:</p> <ul style="list-style-type: none"><li>a) appoint and dismiss:<ul style="list-style-type: none"><li>aa) their representatives and delegate to them their powers within a defined scope,</li><li>bb) the heads of lower organisational units and delegate to them the powers defined in these OR and other internal regulations of the BC,</li></ul></li><li>b) to conclude employment agreements, amendments and termination documents with employees of the Institute, as well as agreements on work performed outside the employment relationship,</li><li>c) to approve small-scale procurement documentation related to the Institute in consultation with the TAS,</li><li>d) approve domestic business trips of BC staff assigned to the Institute,</li><li>e) issue opinions of the Institute,</li><li>f) appoint and dissolve its advisory bodies and working committees, and appoint and dismiss their members,</li><li>g) granting compensatory time off, deciding on teleworking, determining holiday periods and ordering overtime,</li><li>h) to conclude on behalf of BC contracts with a value not exceeding CZK 1 million, excluding VAT, relating to the activities of the Institute (with the exception of contracts for the performance of public works contracts).</li></ul>
<b>III.6.11</b>	<p>Without the prior approval of the Director and without discussion in other relevant bodies, the Director of the Institute is not authorized to:</p>



	<ul style="list-style-type: none"><li>a) make organisational changes to the Institute and take personnel measures within the meaning of Section 52(a) to (c) of the Labour Code,</li><li>b) award public works contracts and under- and over-limit public supply and service contracts,</li><li>c) enter into cooperation agreements with domestic and foreign entities and establish joint workplaces,</li><li>d) enter into contracts that commit the BC to financial, property or other participation,</li><li>e) dispose of BC's immovable property and take legal actions that require the prior written consent of BC's authorities and the Founder without such consents,</li><li>f) set up or close bank accounts.</li></ul>
III.6.12	<p>The Director of the Institute shall appoint their permanent or temporary advisory bodies. The permanent advisory bodies to the Director of the Institute shall be in particular:</p> <ul style="list-style-type: none"><li>a) Institute Council,</li><li>b) Attestation Committee,</li><li>c) Liquidation Committee,</li><li>d) Inventory Committee.</li></ul>
III.6.13	<p>The Institute Board is an advisory body to the Director of the Institute, which consists of the Deputy Director and the heads of departments or similar lower organisational units of the Institute, or other staff of the Institute. The Institute Council is convened by the Director of the Institute as necessary and directs its meetings.</p>
III.6.14	<p>The Attestation Committee is an advisory body to the Director of the Institute for the classification of research and development staff into qualification levels.</p>
III.6.15	<p>The Liquidation Commission is an advisory body to the Director of the Institute, making proposals for the liquidation of assets.</p>
III.6.16	<p>The Inventory Committee is an advisory body to the Director of the Institute to ensure the inventory of assets.</p>
	<p><b>Article 7</b> <b>Scientific Board of the Institute</b></p>
III.7.1	<p>The members of the Scientific Board of the Institute are elected and dismissed by the Assembly of Researchers of the Institute.</p>
III.7.2	<p>Scientific Board of the Institute:</p> <ul style="list-style-type: none"><li>a) comments on the activities and organisation of the Institute and on conceptual issues of its management and development,</li><li>b) is actively involved in the preparation, implementation and control of the scientific, research and pedagogical activities of the University,</li><li>c) appoints a representative from among its members to the selection committee for the post of Director of the Institute,</li><li>d) transmits to the Assembly of BC Researchers the proposals of candidates for the election of elected representatives of BC to the Assembly of the CAS,</li><li>e) submits to the Director of the BC proposals of candidates for elected or appointed members of CAS bodies, expert committees of grant agencies and other expert committees,</li><li>f) make proposals to the BC Board or the Director concerning the activities of the BC,</li><li>g) discuss any other issues that it is asked to consider by the BC bodies, the BC Researchers' Assembly or the Institutes.</li></ul>
III.7.3	<p>The Scientific Board of the Institute has at least five and no more than eleven members elected from among the researchers of the Institute itself, or from among prominent</p>



	experts from other domestic or foreign research and development institutions, especially universities.
<b>III.7.4</b>	The term of office of the Scientific Board of the Institute shall be determined between two and five years by the Assembly of Researchers of the Institute, which shall also approve its election rules.
<b>III.7.5</b>	The activities of the Scientific Board of the Institute are directed by a Chairman elected by the Scientific Board of the Institute from among its members.
<b>III.7.6</b>	The Director of the Institute or an employee in charge of the Institute cannot be a member of the Scientific Board of the Institute. However, they may attend the meetings of the Scientific Board of the Institute at the invitation of the Scientific Board of the Institute or upon request.
<b>III.7.7</b>	The Scientific Board is convened by its Chairman as required. The Scientific Board of the Institute must be convened if requested by at least one-third of its members, the Director, the Director of the Institute or the Assembly of Researchers of the Institute.
	<b>Article 8</b> <b>Lower organisational units of the BC</b>
<b>III.8.1</b>	The lower organisational units of the Institute and the TAS are listed by name in Annex 1 to these Rules.
<b>III.8.2</b>	Lower organisational units of the Institute are proposed for establishment and abolition by the Director of the Institute after consultation with the Scientific Board of the Institute.
<b>III.8.3</b>	Lower organisational units of the TAS are proposed for establishment and abolition by the Head of the TAS.
<b>III.8.4</b>	The head of the unit ("hereinafter referred to as the Head") is responsible for the activities of the unit to the relevant Director of the Institute or the Head of the TAS.
<b>III.8.5</b>	The Head shall designate, with the consent of the relevant Director of the Institute or Head of the TAS, a deputy to represent them in their absence within the scope of delegated powers.
<b>III.8.6</b>	The Head may, with the consent of the relevant Director of the Institute or Head of the TAS, delegate part of their authority to other subordinate staff of the unit.
<b>III.8.7</b>	The Head manages the activities of the unit and is responsible for the performance of its tasks, in particular: a) is responsible for the lawful, economical and responsible use of funds and property entrusted to the unit, b) submits to the Director of the Institute or the Head of the TAS proposals for securing the tasks of the unit and expert opinions of the unit, c) proposes changes in the organisation and activities of the unit, d) within the unit, is responsible for compliance with generally applicable legal regulations and BC internal regulations (in particular regulations on safety and health protection of workers, fire protection, environmental protection), trains BC employees assigned to the relevant unit in these issues and is responsible for the relevant records in accordance with applicable BC internal regulations, e) proposes a more detailed specification of the type of work or job description of BC staff assigned to the relevant unit, f) proposes to the Director of the Institute the functional assignment of BC employees to the relevant unit and the amount of their salary,



	<p>g) with the approval of the relevant Director of the Institute or Head of the TAS, may grant compensatory leave, decide on telework, determine the duration of leave and order overtime,</p> <p>h) sends BC staff assigned to the relevant unit on missions other than foreign missions.</p>
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IV.	<b>Part IV.</b> <b>BC STAFF</b>
	<b>Article 1</b> <b>Status and duties of BC staff</b>
IV.1.1	The status of BC employees is generally regulated by law, in particular the Labour Code, the BC Statutes and the BC Internal Regulations.
IV.1.2	The specific scope of the rights and obligations of individual employees is based on a more detailed specification of the type of work, or job description, and the functional classification.
IV.1.3	Each employee must be demonstrably familiar with the details of their type of work or their specific job description.
IV.1.4	The functional classification of an employee is approved by the Director of the Institute or the Head of the TAS on the proposal of the head of the relevant unit; in the case of BC employees assigned to the Secretariat, the Director decides on the functional classification.
IV.1.5	The basic duty of all employees is to perform the tasks arising from the employment contract, the job description and the detailed specification of the type of work, or the job description, within the scope of their working hours.
IV.1.6	All employees are bound by confidentiality obligations under the relevant legislation.
IV.1.7	Positions where a university degree is required are filled mainly on the basis of a selection procedure announced by the Director of the Institute or the Head of the TAS or the Director. The selection procedure must be announced at least three weeks before the closing date for applications. The selection among the candidates shall be made by a committee appointed by the Director or the Director of the Institute or the Head of the TAS. The committee shall recommend candidates for admission to the Director or the Director of the Institute or the Head of the TAS. The latter shall determine the new staff member's classification, fix their salary and negotiate the duration and other terms of their employment agreement.
IV.1.8	Positions under these OR may also be filled directly by BC employees through career advancement at the discretion of the Director.
IV.1.9	Employees may engage in other gainful employment or other work activities only in accordance with the Labour Code. Such activities must not be detrimental to compliance with these OR and the performance of their work duties in relation to the BC.
IV.1.10	The detailed regulation of the status, rights and obligations of BC researchers and the rules of the attestation procedure are set out in the Rules for the Evaluation of BC Researchers, which are based on the Career Regulations for University-Educated Personnel of the CAS.
	<b>Article 2</b> <b>Assembly of BC Researchers</b>
IV.2.1	The Assembly of BC Researchers (hereinafter referred to as the "Assembly") is composed of BC researchers.
IV.2.2	The category of researchers is defined and their status and duties are regulated in more detail in the following directives: a) Annex to the Statutes,



	<p>b) Career regulations for University-Educated Personnel of the Academy of Sciences of the Czech Republic, c) Rules for the Evaluation of BC Researchers, d) Election Rules of the BC Board.</p>
<b>IV.2.3</b>	<p>The Assembly elects and dismisses: a) by secret ballot of the members of the BC Board, b) BC representative to the Academic Assembly of the CAS.</p>
<b>IV.2.4</b>	<p>The Assembly: a) proposes by secret ballot candidates for the positions of President of the CAS, members of the Academic Council and members of the Scientific Council of the Academy, b) expresses its opinion on the most important issues of the BC's activities, organisation and management, which are submitted to it by the Director, the BC Board, the Supervisory Board or which are included in the researchers' request to convene an assembly.</p>
<b>IV.2.5</b>	<p>The Assembly shall meet as needed. They shall be convened by the Director or the Chairman of the BC Board. The convenor or a member elected from the Assembly shall preside over the Assembly.</p>
<b>IV.2.6</b>	<p>If at least one-third of the researchers so request, the Assembly must be convened within two weeks of receipt of the written request by the Director. The Assembly shall have the capacity to deliberate in the presence of a majority of the researchers. The consent of a majority of the researchers present shall be required for the validity of its resolutions.</p>
<b>IV.2.7</b>	<p>The Assembly may also be convened and meet separately by individual Institutes with the consent of all their Directors of the Institutes. In such a case, the meeting shall be convened by the Directors of the Institutes and a majority of the research staff of each Institute must be present to constitute a quorum. Approval of the resolution requires the consent of a supermajority of the researchers present at the vote of the entire BC.</p>
<b>V.</b>	<p><b>Part V.</b></p> <p><b>FINAL PROVISIONS</b></p>
<b>V.1</b>	<p>Competence disputes between individual Institutes or the TAS and other departments are primarily resolved by their Directors of the Institute or Heads of units by mutual agreement. In the absence of agreement, the nearest common superior or the Director shall decide. Disputes between the Directors of the Institute and the Head of the TAS shall be resolved by the Director.</p>
<b>V.2</b>	<p>The delegation of power shall be in writing. The delegation of authority does not relieve the Director of the BC or the Director of the Institute or the Head of the TAS of their legal responsibility.</p>
<b>V.3</b>	<p>The OR shall be issued in writing and shall take effect on the date specified therein. The employer shall inform the employee of its issue, amendment or cancellation at least 15 days in advance.</p>
<b>V.4</b>	<p>The OR are available on BC's internal website.</p>

**Annex 1: BC organisation chart**

In České Budějovice on

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Director