

RINGEN RESEARCH INFRASTRUCTURE

- STATUTE -

The statute of the RINGEN research infrastructure is being published in accordance with article 8.4 of the Partnership and Cooperation Agreement.

The purpose of this statute is to describe the fundamental management structure and the management mechanisms of the RI and to provide a clear description of the relationships between individual institutional parts of the RI, especially in terms of their powers and main responsibilities.

1. STRATEGIC LEVEL

On the strategic level, the **Managing Board** (MB) is responsible for the project management. The Managing Board is chaired by the hosting institution, i.e. by the Faculty of Science of Charles University (hereinafter as “the Faculty of Science”).

1.1. Managing Board

1.1.1. Structure, main powers, management

The structure of the Managing Board

- a) The Managing Board comprises representatives of individual partners, with each partner having one representative in the Board (i.e., there are seven members of the Board). The Managing Board is chaired by a representative of the Faculty of Science. Each MB’s member is a statutory representative of the partner or a person authorised by such statutory representative by a power of attorney.
- b) Each partner undertakes to appoint such member who will be fully capable to act and vote on the partner’s behalf, i.e., it will not be necessary to adjourn a board’s decision due to a lack of decision-making power on the part of an MB member.

Powers of the Managing Board

- a) The MB determines the main strategy of development of the RI in terms of its stages, outputs, quality, timeframe of activities and budgets, and ensures that, from a long-term perspective, the development of the RI is successful and complies with conditions set by the Ministry of Education, Youth and Sports (meeting of the planned goals of the project including the planned indicators’ values etc.);
- b) Determines the development strategy of the RI, approves the plans of individual stages, decides on substantial changes of content, timeframe and budget of the RI, confirms that the planned results have been achieved and decides whether and when to launch/terminate the individual stages. Further, the MB assigns tasks to the Manager of the RI and to the individual Research Sections and supervises how these tasks are fulfilled. The

MB ensures cooperation among project partners and allocation of the partners' resources necessary for the RI's development.

Management of the Managing Board

- a) The MB meets as appropriate; however, at least twice per year. The MB decides through voting. A quorum is present at the MB when a majority of the MB members (i.e. four members) are present. In case of equality of votes, the chairman shall have the casting vote.
- b) The following persons also partake in the MB as advisors:
 - a. the Manager of the RI,
 - b. heads of research sections provided they are not already represented by a member of the MB, and
 - c. representatives of the city of Litoměřice.
- c) The chairman shall make sure that each member and each person present at the board as an advisor is invited to a board meeting with 15 days' notice. Each invitation shall contain the agenda of the meeting.
- d) The attendance of the members of the MB and of the Manager of the RI is mandatory. Should they fail to attend a Board's meeting, the Managing Board is entitled to require that the partner replaces such member or RI Manager.
- e) The Manager of the RI shall prepare minutes from each meeting of the MB and shall, once the minutes have been approved, send these minutes to all members of the MB and to the persons that participate in the Board as advisors, usually within 15 days of each meeting.

1.2. Chairman of the MB (also MB director)

1.2.1. Main powers of the Chairman of the MB

The Chairman of the MB

- a) is the official representative of the RI, acts in its name and on its behalf, and is the contact person for the Ministry of Education and other similar bodies;
- b) is responsible for the management of the RI, implementation of both its long-term development strategy and the plans of individual stages;
- c) represents the RI when dealing with bodies of the Faculty of Science of Charles University (e.g. with the dean, the Advisory Board, with the rector etc.);
- d) appoints and discharges the Manager of the RI upon a suggestion of the AC members; the Manager must be an employee of the Faculty of Science of Charles University as at the day of the appointment at the latest;
- e) appoints and discharges the heads of individual research sections of the RI based on suggestions submitted by the MB members;

- f) with the MB's consent, appoints and discharges members of the International Scientific Board;
- g) submits key strategic documents, project documents and interim evaluation documents (annual report, financial report etc.) of the RI to the MB;
- h) is responsible for external relations and publicity of the RI; and
- i) exercises other powers and responsibilities not assigned to another body of the RI.

1.3. International Scientific Board (ISB)

International Scientific Board

- a) is an independent advisory body of the MB composed of renowned Czech and international experts;
- b) supervises the research programmes and their implementation in terms of quality and in the context of the current international development in the respective research areas;
- c) ensures interconnection and synergy with other Czech and international RIs, R&D centres and research projects with the aim to achieve maximum results of the RI;
- d) brings an independent outlook on the strategy of the RI, provides the RI with specialised information and useful contacts, and helps the IR to determine its development strategy and revise this strategy on the basis of identified needs;
- e) acts as an advisory body in identification of user's needs, in determination how the capacity of the RI should be used, and helps set the "open access" rules.

1.4. Partner institutions

1.4.1. Faculty of Science

The host institution has the following main roles:

- a) provides administrative support to the RI (accounting etc.), mainly through different administrative bodies of the Faculty of Science;
- b) provides contacts to other research organisations and institutions which can use the RI for their own research and education purposes;
- c) ensures continuity and synergy among research and education programmes of the Faculty of Science, or, potentially, other faculties and institutions of Charles University and other research sections of the RI;
- d) is responsible for interaction with statutory representatives of the Ministry of Education and other institutions supporting the RI (especially financially) – official communication, signing of contracts etc.

1.4.2. Other partner institutions

Partner institutions

- e) provide necessary support to the RI in relation to the development of the RI and in accordance with each institution's role (especially administrative support, technical equipment etc.);
- f) perform a supervisory role through their representatives in the Managing Board of the RI or through other employees; and
- g) are responsible for implementation of research and other relevant activities assigned to them by the Decision.

2. RESEARCH AND DEVELOPMENT

The individual research sections, managed by the section heads, are responsible for the performance of the research activities of the RI. There are five sections within the RI (see the organisational chart).

2.1. Head of an R&D section

- a) is responsible for the activities of the R&D sections and answers to the MB;
- b) is responsible for performance of the R&D activities and meeting of the indicators within the R&D section;
- c) coordinates the activity of the research team within the R&D section;
- d) coordinates the activities with other R&D section heads and with the ISB; and
- e) performs tasks assigned to him by the MB; prepares, together with the RI Manager, the plan how these tasks are to be realised to meet the requirements of the Ministry of Education and/or other similar bodies; cooperates with the RI Manager in solving all administrative issues related to the project, in consolidation of outputs, in preparation of evaluation reports, etc.

3. MANAGEMENT

The RI Manager is responsible for operational management and administration of the RI. The RI Manager's main role is the overall coordination of the RI's activities, so that the RI can provide quality and widely accessible services to both local and international research community in accordance with its mission and strategic goals. The RI Manager is mainly responsible for the following areas:

3.1. Financial and accounting matters

RI Manager

- a) is responsible for the overall financial management of the RI and coordinates the spending of the grant funds in accordance with the Decision (MŠMT-1000/2016);
- b) coordinates the activities of individual partners, who are responsible for financial management of funds awarded to them by the Decision;
- c) prepares interim evaluation reports and other documentation required by the Ministry of Education;
- d) actively seeks and creates conditions for new sources of funding of the RI;
- e) coordinates the administrative support provided by the host institution (accounting etc.) in the areas related to the common activities of the RI (i.e. those which are not primarily performed by individual partners);

- f) provides support in human resources management (e.g. recommends hiring of new staff, creates long-term human resources management strategy etc.);
- g) is responsible for the setting of the Open Access system and for the preparation of the offer of the RI's services and for active marketing of these services;
- h) is responsible for the operation of the RINGEN's core facility – GTE centre in Litoměřice, for which stand-alone rules of operation will be prepared; and
- i) ensures that administrative support is provided to the chairman of the MB in the area of external relations and publicity of the RI, including the website of the RI.

To perform the above activities, the Manager of the RI shall set up an appropriate implementation team in cooperation with the chairman of the MB. The implementation team's costs are covered by the RINGEN budget funds allocated to the Faculty of Science, unless the partners decide otherwise.

Approval of the statute by the partners

Upon approval by all the partners, this statute becomes binding.

This statute leaves the responsibilities of the partners under the Partnership and Cooperation Agreement intact.