

Measure of the Director
of Central European Institute of Technology of Masaryk University
No. 5/2017

Amendment of CEITEC MU Organisational Structure

(effective as of 1 July 2017)

Pursuant to Article 7.2 f) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University (the "Rules of Organisation"), I hereby issue the following measure:

Article 1

Organisational Change

This Measure determines the organisational change in the structure of the CEITEC MU institute and implements the corresponding amendment to the Director's Measure No. 3/2016 - "Organisational Structure of CEITEC MU".

Article 2

Establishment of Research Groups

- (1) As of the effectiveness date hereof, the research group of Robert Vácha is established, incorporated in the Structural Biology Centre. This research group is being established by means of a split-off from the research group of Jaroslav Koča.
- (2) As of the effectiveness date hereof, the research group of Michal Šmída is established, incorporated in the Molecular Medicine Centre. This research group is being established by means of a split-off from the research group of Šárka Pospíšilová.
- (3) The change of jobs systemisation, allocation for the disposal with the Institute's assets and allocation for the use of the research group premises upon the establishment of the new research groups set forth in paragraphs 1 and 2 above shall be implemented in line with the agreement between the heads of the newly established research groups and the heads of the research groups from which these worksites have been split off in the sense of the above provisions.

Article 3

Change of the Names of the Research Groups

- (1) As of the effectiveness date hereof, the research group names shall be changed in line with Annex No. 1 of this Measure.
- (2) The change pursuant to paragraph 1 above, in conjunction with Annex No. 1 hereof, shall not affect the records of research groups kept in connection with the sustainability of the OP RDI project.

Article 4

Amendment to the Director's Measure No. 3/2016 - "Organisational Structure of CEITEC MU"

- (3) In Art. 2.1 a) of section A of the Director's Measure No. 3/2016 - "Organisational Structure of CEITEC MU", the indent "Research group of Robert Vácha" shall be added.
- (4) In Art. 2.1 c) of section A of the Director's Measure No. 3/2016 - "Organisational Structure of CEITEC MU", the indent "Research group of Michal Šmída" shall be added.

- (5) In the provisions of Art. 2.1 a) through e) of section A, the names of the Institute's research groups shall be amended in line with Annex No. 1 hereof.
- (6) A new paragraph 5 shall be added in Art. 2 of the Measure, reading as follows: "The managing employees (in the sense of Art. 11.3 of the Rules of Organisation of CEITEC MU) and the head of the Director's Office (Art. 8.4 of the Rules of Organisation of CEITEC MU) shall issue Guidelines, within the scope of their entrusted powers defined in Annex No. 2 hereof, unifying and streamlining the methodology and procedural requirements applicable to the activities performed within the given department. The Guidelines shall not determine any new obligations, but shall specify the form of performing activities defined by existing internal and external rules and requirements."
- (7) A new paragraph 1 shall be added in Art. 4 of the Measure, reading as follows: "The research groups specified in Art. 2.1 hereof may, in addition to their names set out in the aforementioned provision, also use their common designation referring to their scientific specialisation, provided that this is done in a manner corresponding to the presentation of the given research group on the institutional website of CEITEC." The subsequent paragraphs shall be renumbered.
- (8) Annex No. 2 of the Director's Measure No. 3/2016 - "Organisational Structure of CEITEC MU" shall read as set forth in Annex No. 2 hereof.

Article 5

Final Provisions

- (1) The head of the Director's office shall be responsible for the interpretation of this Measure and for the execution of the full wording of the amended Measure No. 3/2016 - "Organisational Structure of CEITEC MU", as implied by Art. 4 hereof.
- (2) This Measure cancels the Director's Measure No. 2/2013 - "Segmentation of the Internal Structure of the Research Centres of CEITEC MU", the Director's Measure No. 3/2013 - "Segmentation of the Internal Structure of the Research Centres of CEITEC MU", the Director's Measure No. 2/2014 - "Methodology - Bonus Contributions for Research Groups of CEITEC MU for their Scientific Excellence", the Director's Measure No. 3/2014 - "Segmentation of the Internal Structure of the Research Centres of CEITEC MU", the Director's Measure No. 4/2014 - "Segmentation of the Internal Structure of the Research Centres of CEITEC MU" and the Director's Measure No 9/2015 - "Statute of the Ethics Commission of CEITEC MU".
- (3) The head of the Director's Office shall be responsible for the supervision over the compliance with this Measure.
- (4) This Measure shall become valid as of the date of signature hereof.
- (5) This Measure shall become effective as of 1 July 2017.

Annexes:

Annex No. 1 - Change of the Names of the Research Groups

Annex No. 2 - Determination of Powers of Individual Departments within the Administrative Section and the Director's Office.

In Brno, on 29 June 2017

Jiří Nantl
Director of the Institute

Annex No. 1 to the Measure of the Director No. 5/2017 Change of the Organizational Structure of CEITEC MU

The name of a new research group till 30 th June 2017	The name of a new research group from 1 st July 2017
<i>Centre for Structural biology</i>	
Glycubiochemistry	Michaela Wimmerová Research Group
RNA Quality Control	Štěpánka Vaňáčková Research Group
Nanobiotechnology	Petr Skládal Research Group
Structure and Dynamics of Proteins	Lukáš Žídek Research Group
RNA-based Regulation of Gene Expression	Peter Lukavsky Research Group
Structural Biology of Gene Regulation	Richard Štefl Research Group
Structural Virology	Pavel Plevka Research Group
Structure and Dynamics of Nucleic Acids	Jiří Šponer Research Group
Structure and Interaction of Biomolecules at Surfaces	Miroslav Fojta Research Group
Computational Chemistry	Jaroslav Koča Research Group
Structure of Biosystems and Molecular Materials	Radek Marek Research Group
Non-coding Genome	Lukáš Trantírek Research Group
Protein-DNA Interactions	Konstantinos Tripsianes Research Group
<i>Mendel Centre for Plant Genomics and Proteomics</i>	
Bioanalytical Instrumentation	František Foret Research Group
Plant Cytogenomics	Martin Lysák Research Group
Functional Genomics and Proteomics of Plants	Jan Hejátko Research Group
Hormonal Crosstalk in Plant Development	Heléne Robert Boisivon Research Group
Proteomics	Zbyňek Zdráhal Research Group
Development and Cell Biology of Plants	Tomasz Nodzynski Research Group
Chromatin Molecular Complexes	Jiří Fajkus Research Group
Plant Molecular Biology	Karel Říha Research Group

Plant Stress Signalling and Adaptation	Vanesa Beatriz Tognetti Research Group
<i>Centre for Molecular Medicine</i>	
Medical Genomics	Šárka Pospíšilová Research Group
Inherited Diseases II – Transcriptional Regulation	Dalibor Blažek Research Group
Molecular Oncology II – Solid Cancer	Ondřej Slabý Research Group
Adaptive Immunity Group	Dmitriy Chudakov Research Group
ERA Chair - RNA and Immunity	ERA Chair - Mary O'Connell Research Group
Microenvironment of Immune Cells	Marek Mráz Research Group
<i>Centre for Neuroscience</i>	
Behavioural and Social Neuroscience	Milan Brázdil Research Group
Applied Neuroscience	Irena Rektorová Research Group
Multimodal and Functional Neuroimaging	Ivan Rektor Research Group
<i>Centre for Advanced Nanotechnologies and Microtechnologies</i>	
Functional Properties of Nanostructures	Josef Humlíček Research Group
Plasma Technologies	Lenka Zajíčková Research Group
Synthesis and Analysis of Nanostructures	Jiří Pinkas Research Group

Annex No. 2 to the Director's Measure No. 5/2017 - Change of the Organisational Structure of CEITEC MU

Annex No. 2 to the Director's Measure No. 3/2016 - Organisational Structure of CEITEC MU

Determination of Powers of Individual Departments within the Administrative Section and the Director's Office.

1) HR Department is responsible for the management of HR policy and employee policy, as well as for personnel agenda of the Institute, in which respect it performs in particular the following activities:

- creation of the HR policy concept and employee policy, personnel rules and instructions associated with the operation of the Institute in line with applicable standards and legislation;
- creation and administration of the jobs systemisation process;
- preparation of labour-law and employment documents and other documents associated with the establishment, changes and termination of employment;
- ensuring of the agenda of agreements on alternative forms of employment;
- keeping of personal files of employees;
- updates of the personnel system data;
- ensuring of the processing of attendance records of the economic unit's worksites, vacation plans and review of the entitlement to vacation;
- administration of the boarding (meals) agenda;
- reviews and entering of remunerations;
- issuance of employee ID cards;
- keeping records of ITIC stickers;
- preparation of information materials relating to HR policy;
- provision of methodical management in the area of setting up salary funds when submitting projects;
- setting up and continuous monitoring of the drawing of salary funds at all projects in line with the project rules and overheads rules, review of non-eligible costs of the projects, preparation of supporting materials necessary for re-invoicing of salaries;
- co-operation in planning the numbers of employees and personnel costs of the economic unit;
- keeping of payroll accounts;

- provision of methodical support of the Institute's employees within the scope of the entrusted powers;
- implementation and coordination of tenders for new employees, ensuring adaptation of new employees;
- preparation of supporting materials for statistics and other personnel reports, including reports for the Labour Office;
- ensuring the agenda associated with employing foreign nationals;
- ensuring and coordination of internal and external training for employees;
- coordination of mandatory medical examinations;
- ensuring of social security support for employees;
- compilation and updates of financial review overviews relating to salary costs;
- preparation of supporting materials for internal legislation of the Institute within the scope of the entrusted powers;
- participation in audits and review of projects, preparation of supporting materials for auditors;
- responsibility for the data of the given department published on the websites;
- preparation of supporting materials for internal legislation within the scope of the entrusted powers.

2) Strategy and Science Department is responsible for the management of the Institute's strategy, including its scientific strategy, and for the concepts of utilisation and development of the research infrastructure, for the evaluation of the Institute's performance, including evaluation of its scientific activities, in which respect it performs in particular the following activities:

- support of the preparation and evaluation of the Institute's strategic plan and other concepts and policies linked to the strategic plan, unless they fall within the subject-matter powers and competences of a different department;
- scientific evaluation (preparation of supporting materials for internal and external evaluation, processing of data for national evaluation, communication with the Chancellor's Office of MU and other evaluation entities, proposing evaluation strategies and criteria, compilation of scientometric analyses and benchmarks at various levels);
- keeping the awards agenda (information and consulting services for employees and students or CEITEC MU, assistance in creating nominations, internal collections, statistics);
- keeping of the agenda of scientific outputs and the Results Information Register (RIV) (preparation of supporting materials for RIV evaluation in each of the evaluation pillars, data analysis, resolution of disputed evaluations with the Research and Development Council (RVVI), assistance in reporting the results and administration of the results database within the scope of IS MU, information service);
- coordination and methodical preparation of the support, utilisation and development of the research infrastructure at the Institute, in cooperation with a management representative responsible for the research infrastructure;

- analytic activities within the scope of the department's powers;
- accreditation of study programs (meetings coordination, collection and processing of supporting materials, preparation of partnership agreements, communication with the Accreditation Committee);
- keeping of studies agenda (introduction of newly accredited programs in the curriculum, admission procedures, nostrification of earlier education, assistance for international students, compilation of syllabuses, communication with the teachers, consulting services for students, setting up the study concepts, coordination of joint activities of CEITEC PhD School – PhD day, joint seminars, etc., organisation of international internships (incoming, outgoing), coordination of ERASMUS+ contracts);
- co-operation with the Technology Transfer Centre of MU in the area of intellectual property, etc. (contact person, information service for researchers);
- co-operation with the International Cooperation Centre of MU;
- representation of the Institute in the Library Board (active participation at the meetings of the campus library director, information service for students and employees of CEITEC MU, ensuring of new acquisitions);
- responsibility for the data of the given department published on the websites;
- preparation of supporting materials for internal legislation within the scope of the entrusted powers.

3) Grant Office Department is responsible for the management of the agenda of the acquisition and development of research and other projects and grants, in which respect it performs in particular the following activities:

- creation and identification of opportunities for the preparation of projects and research grants for the calls of national and international providers, including prestigious and developmental project schemes, presentation and representation of CEITEC MU at various events in the Czech Republic and abroad with the aim of establishing project cooperation and improving the chances of success in grant contests;
- participation at program platforms and networking of grant offices within CEITEC, Masaryk University, and at the regional and national level;
- regular information service relating to the prepared and announced calls provided to the research groups, compilation of summaries of the assignment documentation and internal guidelines pertaining to individual calls for project submission;
- preparation and provision of training, information seminars and courses for scientists and PhD students within the scope of the entrusted powers;
- expert and consulting services provided to the sites in the preparation of applications for grant funds or other forms of public support - close cooperation with applicants, including formulations of some parts of the projects, budgets, consulting and feedback, time schedules, internal opponency, organisation of preparation meetings of the consortia, ensuring communication and cooperation with partners, communication with the subsidy provider, or, if required, ensuring of external experts and consulting services;

- negotiations of grant agreements with the providers and of contractual relations with partners or, if applicable, with the project coordinator;
- ensuring administrative measures associated with the submission of projects to MU and CEITEC MU in line with applicable internal guidelines and regulations;
- creation and updates of project processes within the scope of the entrusted powers and their linking to the processes within CEITEC MU and Masaryk University, maintenance and development of the project know-how within CEITEC MU, provision of methodical support, cooperation with the other departments within the Administration Section in the management of the project portfolio of CEITEC MU;
- cooperation with project investigators and with other departments of CEITEC MU and of Masaryk University in the course of project audits;
- cooperation with the Director's Office in organising events within the scope of project cooperation - international visits, official and scientific events, conferences, workshops, lectures, summer schools, etc.;
- provision of information on project opportunities and acquired grants for the IS CEITEC and for CEITEC websites;
- maintenance of data in the information system of project records (ISEP) of Masaryk University - updates of data relating to the submitted projects;
- responsibility for the data of the given department published on the websites;
- preparation of supporting materials for internal legislation within the scope of the entrusted powers.

4) Economic Department is responsible for the management of the Institute's economic agenda, in which respect it performs in particular the following activities:

- preparation, monitoring and evaluation of the budget of CEITEC MU;
- analytic activities in the field of economic management;
- coordination of financial review, risk management and control system at CEITEC MU;
- supervision over the drawdowns of budgets of individual sites, projects and of the economic unit, preparation of overviews of their economic management;
- methodological management of operational economics activities, accounting, taxes, economic information system and the IS and Inet systems;
- issuing of orders, including internal orders, in the EIS Magion and issuing of cover letters for orders when approved by means of a dispatch bill, responsibility for correct performance of financial audits;
- issuing of cover letters for assumed obligations, entering of received invoices in the EIS Magion, ensuring of their payment and accounting;
- issuing of Intrastat reports, international payment requests, requests for issuance of cheques;
- issuing of cover letters for contracts and agreements, agreements pursuant to Section 1746 of the Civil Code, tax questionnaire;

- cooperation with the Economic and Financial Department of the Chancellor's Office of MU in the course of customs clearance of goods from third countries;
- issuing of requests for the issuance of receivables and subsequent issuance and accounting of receivables in the EIS Magion, monitoring of their payment and resolution of unsettled documents with the Legal Department of the Chancellor's Office of MU;
- ordering of goods via the dynamic purchasing system of INET;
- management of the agenda of travel orders, i.e. entering of travel orders in the INET system prior to travel, their settlement after travel and their submission for approval;
- asset management agenda at the determined sites, i.e. issuing of receipt notes with respect to minor assets, handover of labels and signs for labelling of such assets to the laboratory staff, forwarding of transfer requirements among worksites and discarding of assets, stocktaking of assets, entering the placement of the registered assets in the rooms in the INET system;
- management of minor expenditures, i.e. issuing of requests for cash purchases and settlement of minor expenditures, keeping of the cash register of the economic unit, processing of income and expenditure receipts;
- processing of applications for extraordinary or permanent advance payments and their settlement on a regular basis;
- if necessary, issuing of payment or credit cards to employees who are themselves responsible for the handling of data pertaining to the card and regular settlement of payments;
- issuing requests for correction of account entries and accounting of manual documents;
- keeping accounts of the creation and drawdowns of funds;
- keeping accounts of documents pertaining to re-invoicing of salaries based on supporting materials provided by the HR Department;
- ordering of meal vouchers in line with the guidelines of the HR Department, their distribution to the worksites and ensuring of their accounting settlement, including returns for excess meals;
- issuing of cover letters to individual contracts (assignments);
- in cooperation with the investigators, issuing calculations for commercial contracts;
- supervision over the drawdowns of operational non-investment, and possibly also investment project budgets and other entrusted assignments;
- ensuring of communication with project investigators regarding the plan of assignment drawdowns and submitting overviews of the drawn funds at the agreed dates;
- participation in the financial settlement of projects at the dates determined by the providers;
- processing of requests for funds transfer to the Special Purpose Fund and subsequent monitoring of the funds drawdowns based on individual cost items;

- if there is a special bank account opened for any of the administered assignments, accounting and monitoring the fund movements on the bank account and, if necessary, issuing requests for funds transfers between different accounts of MU;
- issuing of requests for closing the bank account after the project completion and its financial settlement;
- supervision over the settlement of receivables within the business centre and processing of requests for the set-off of unsettled receivables;
- accounting of applications for the payment of scholarships received by the Strategy and Science Department;
- processing of all accounting documents with the use of the EIS and the IS and INET systems;
- keeping of records and archiving in line with the Accounting Act and applicable tax laws of the accounting and tax documents, including accounting records;
- preparation of supporting materials for the Liquidation and Damage Settlement Committee;
- methodological and organisational administration of stocktaking of assets and accounts, including ongoing inspections of such stocktaking;
- ensuring of operations associated with the financial statements and transition to the next accounting period;
- keeping of records and review of the funding resources of the economic unit, performance of the annual settlement of such resources;
- support in the area of project budgets and finances;
- responsibility for financial management and payments within the projects;
- participation in audits and review of projects, preparation of supporting materials for auditors;
- ensuring of the coordination of processes within the scope of its powers, close cooperation with other departments of the Administration Section, in particular with the HR Department and with the Grant Office Department, with assistants at the worksites and with the competent departments of the Chancellor's Office of MU;
- responsibility for the data of the given department published on the websites;
- preparation of supporting materials for internal legislation within the scope of the entrusted powers.

5) Operations Department is responsible for the management of the Institute's operation in technical sense, including the acquisition and administration of assets, management of the occupational safety and health protection agenda and fire prevention agenda, in which respect it performs in particular the following activities:

- coordination of repairs and technical appreciation of buildings;
- coordination of constructional preparedness for installation and operation of instruments and devices within the premises of CEITEC MU;
- administration of public contracts;

- legal support;
- occupational safety and health protection agenda and fire prevention agenda;
- preparation, administration and updates of the Institute's dislocation plan;
- administration and organisation of meeting rooms;
- coordination of the acquisitions of assets, goods and services;
- coordination of central procurement;
- support of the participation of CEITEC MU in tenders held by other entities;
- responsibility for the data of the given department published on the websites;
- preparation of supporting materials for internal legislation within the scope of the entrusted powers.

6) Project Administration Department is responsible for the administration of projects implemented at the Institute in economic, administrative and reporting terms, in which respect it performs in particular the following activities:

- ensuring administrative measures associated with the administration of projects at CEITEC MU in line with applicable internal guidelines and regulations;
- archiving of project documentation;
- administration and management of the implementation of national projects (including in particular the project of the National Sustainability Program II) in cooperation with the project investigator in line with the project management principles;
- cooperation with project investigators in the management of international projects during the implementation stage (in particular larger projects, typically H2020 projects) in line with the project management principles, including supervision over the fulfilment of the time schedule and submission of outputs, change management, risk management and communication with international providers;
- creation and updates of project processes within the scope of the entrusted powers and their linking to the processes within CEITEC MU and Masaryk University, maintenance and development of the project know-how within CEITEC MU, provision of methodical support, cooperation with the other departments within the Administration Section in the management of the project portfolio of CEITEC MU;
- change management, risk management and communication with subsidy providers;
- administrative and organisational support, cooperation in the preparation of time-sheets and reports on the project implementation, supervision over the fulfilment of the time schedule and submission of the project outputs;
- keeping of records and monitoring of the indicators and other undertakings of the projects during the implementation period and during the sustainability period;
- monitoring of the sustainability period of projects and ensuring the preparation of the monitoring sustainability reports, if relevant;
- cooperation with the Director's Office in organising events within the scope of project cooperation - international visits, official and scientific events, conferences, workshops, lectures, summer schools, etc.;

- ensuring and coordination of processes within the scope of its powers, close cooperation with other departments of the Administration Section, in particular with the Economic Department, HR Department, Grant Office Department and Strategy and Science Department and with the competent departments of the Chancellor's Office of MU;
- provision of information on the implemented grants for the IS CEITEC and for CEITEC websites;
- maintenance of data in the information system of project records (ISEP) of Masaryk University, i.e. updates of data relating to the implemented projects;
- responsibility for the data of the given department published on the websites;
- preparation of supporting materials for internal legislation within the scope of the entrusted powers.

7) The Director's Office ensures support for the activities of the Director, Scientific Board and advisory bodies, management of the internal communication and management of institutional relations of the Institute, in which respect it performs in particular the following activities:

- comprehensive coordination of support activities for the Director (Art. 7 of the Rules of Organisation of CEITEC MU);
- administrative support for the activities of the deputy director for science;
- ensuring the operation and activities of the Institute Management, Director's Board, Scientific Board and advisory bodies of the Institute (Art. 11-14 of the Rules of Organisation);
- ensuring the planning and coordination of the activities of the Institute's management and other advisory bodies;
- ensuring coordination, preparation of regular evaluations of the fulfilment of the Institute's strategy plan;
- management and administration of the Institute's internal legislation department, documentary service and filing department services;
- management of the Institute's institutional relations;
- ensuring coordination of the Institute's cooperation with other parts of MU, in particular with the Chancellor's Office, and with external organisations;
- coordination and supervision over the implementation of the Director's decisions;
- implementation of internal and external communication of the Institute and its communication with the media;
- management and administration of unified visual style of CEITEC in line with the visual style of MU, creation of graphic materials;
- administration of websites;
- administration of the information system and coordination of activities associated with the data administration for the information system in the area of grants, personal data, publications, core facilities;

- organisation of events of institutional nature and other significant events at the Institute;
- Cooperation with the Grant Office Department and with the Project Administration Department in the distribution of information on the results of national and international projects;
- coordination and cooperation with all departments and scientific sites in organising international visits, official and scientific events, conferences, workshops, lectures, summer schools, etc.;
- provision of methodological support to the other worksites in the area of organising events, unless such events are organised directly by the Director's Office;
- communication with business partners in the field of sponsoring;
- international presentation of the Institute and its activities in cooperation with the Central Management Structure;
- responsibility for the data of the given department published on the websites;
- preparation of supporting materials for internal legislation within the scope of the entrusted powers.