

ORGANISATION RULES

of Institute of Atmospheric Physics of the Czech Academy of Sciences

Introductory Provisions

1. The Organisation Rules of Institute of Atmospheric Physics of the Czech Academy of Sciences (hereinafter referred to as the “Workplace”) define, in accordance with Act No. 283/1992 Sb., on the Academy of Sciences of the Czech Republic, as amended, Act No. 341/2005 Sb., on public research institutions (hereinafter referred to as the “Act”) and with the Statutes of the Academy of Sciences (hereinafter referred to as the “Statutes”), the status and tasks of the Workplace, its organisational structure, internal relations, the position of employees and the scope of activity of its individual divisions.
2. The Organisation Rules are binding for all employees with an employment relationship with the Workplace, and the provisions thereof shall apply accordingly also to the employees performing work under other than employment contracts.
3. The principal activity of the Workplace consists in scientific research of the whole vertical extent of the Earth’s atmosphere, its interactions with other geospheres and human society, magnetospheric research and investigation of outer space focused on solar system, monitoring and special measurements, their processing and transfer into worldwide data networks, and development of special instruments. Details of the principal activity, secondary activity and other activity are laid down in the Foundation Deed of Institute of Atmospheric Physics of the Czech Academy of Sciences.

Part One **General Provisions**

Art. 1

Bodies of the Workplace

1. The bodies of the Workplace are as follows:
 - a. Director of the Workplace;
 - b. Board of the Workplace (hereinafter referred to as the “Board”);
 - c. Supervisory Board.
2. The members of the bodies of the Workplace have an obligation of non-disclosure of facts that come to their knowledge in the course of the exercise of their function as a member of a body of the Workplace if required by special legislation (Section 16 (6) of the Act). A breach of this obligation may result in removal of the member of the body of the Workplace from office.

Art. 2

Director

1. The Director is the statutory body of the Workplace; he acts on behalf of the Workplace and decides on all the matters of the Workplace unless they are entrusted to the competencies of the Board of the Workplace, Supervisory Board or the respective bodies of the Czech Academy of Sciences.
2. In his decisions, the Director is bound by legal regulations, the Statutes and the internal regulations of the Workplace.

3. The Director is obliged to:
 - a. conceptually, organisationally, economically and personally ensure scientific research at the Workplace including its infrastructure and its evaluation in accordance with the Foundation Deed of the Workplace and the defined concept of its development;
 - b. ensure proper bookkeeping, ensure the drawing up of budgetary and investment plans and modification thereof, ensure the management of financial funds according to the approved budget and their useful expenditure, and the economical use of the Workplace's assets;
 - c. submit a draft annual report to the Board of the Workplace after the Financial Statements have been verified by the auditor; disclose the Annual Report approved by the Board of the Workplace in a public information network;
 - d. deliver the audited Financial Statements and the Annual Report approved by the Board of the Workplace to the Academy Council;
 - e. submit to the providers draft research plans and research and development project proposals after being discussed by the Board of the Workplace (Act No. 130/2002 Sb., as amended) unless legal regulations or the providers' internal regulations provide for otherwise;
 - f. submit to the Chairperson of the Czech Academy of Sciences proposals for amendments to the Foundation Deed after being discussed by the Board of the Workplace;
 - g. submit to the Supervisory Board for approval proposals of legal actions for which a prior written consent of the Supervisory Board is required (Section 19 (1) (b) of the Act);
 - h. submit to the Board of the Workplace proposals concerning the budget and its modifications;
 - i. enter into legal actions in employment relationships, decide on placing employees in qualification grades and their salaries;
 - j. ensure compliance with the regulations relating to occupational safety and health, fire protection, environmental protection and civil defence.
4. The Director is authorised to, without limitation:
 - a. appoint and remove his deputy and scientific secretary;
 - b. delegate his powers to subordinates;
 - c. appoint and remove heads of organisational divisions;
 - d. issue opinions of the Workplace;
 - e. recommend applications for grant and other programme projects submitted by the workers of the Workplace;
 - f. issue internal regulations of the Workplace with the exception of the rules of procedure of the Board of the Workplace and the rules of procedure of the Supervisory Board;
 - g. control and evaluate the performance of subordinates;
 - h. appoint his advisory bodies.

Art. 3 Board

1. The members of the Board shall be elected and removed by the Assembly of Research Workers.
2. The number of the Board members, election and removal of the Board members shall be governed by the Act and the Statutes, details shall be laid down in the election rules of the Board.
3. The Board consists of a chairperson, deputy chairperson and other members. The chairperson and the deputy chairperson shall be elected and removed by the Board.
4. The Board shall, without limitation:
 - a. attend to maintain the purpose for which the Workplace was established, apply the public interest in its activity and provide proper management of the Workplace;

- b. set directions of the Workplace activities in accordance with the Czech Academy of Sciences concept and the Foundation Deed, and decide on its development concept;
 - c. discuss draft research plans, research and development project proposals of the Workplace and other matters submitted to the Board for discussion;
 - d. approve the budget of the Workplace, its modifications and its medium-term financial outlook;
 - e. approve the Annual Report of the Workplace;
 - f. discuss draft amendments to the Foundation Deed of the Workplace;
 - g. give its prior consent to, or possibly propose to the Academy Assembly any merger, consolidation or split of the Workplace;
 - h. approve the following internal regulations:
 - i. election rules of the Board of the Workplace;
 - ii. rules of procedure of the Board of the Workplace;
 - iii. organisation rules of the Workplace;
 - iv. internal salary regulation of the Workplace;
 - v. rules of the management of funds of the Workplace;
 - i. discuss proposals for conclusion of agreements on cooperation with national as well as foreign entities;
 - j. announce a selection procedure, based on the result of which the Board shall propose to the Chairperson of the Czech Academy of Sciences to appoint the selected candidate as the Director of the Workplace;
 - k. propose the removal of the Director, or possibly give its consent to the removal of the Director;
 - l. appoint its advisory bodies.
5. The course of action of the Board of the Workplace shall be laid down in the Board's rules of procedure.

Art. 4

Supervisory Board

1. The chairperson, deputy chairperson and other members of the Supervisory Board shall be appointed and removed by the Academy Council of the Czech Academy of Sciences.
2. The Supervisory Board shall, without limitation:
 - a. exercise supervision over the activities and management of the Workplace; for that purpose, upon the decision of the Supervisory Board, its members are authorised to inspect at any time the accounts and other documents, ask for necessary explanations and ascertain the actual state of affairs;
 - b. exercise supervision over disposal of assets of the Workplace and give its prior written consent to legal actions under Section 19 (1) (b) of the Act;
 - c. propose to the Chairperson of the Czech Academy of Sciences the removal of the Director;
 - d. prepare draft rules of procedure for the Supervisory Board and their amendments;
 - e. comment on the proposals for amendments of the Foundation Deed of the Workplace;
 - f. comment on the proposals for merger, consolidation or split of the Workplace;
 - g. comment on the draft budget of the Workplace and its management;
 - h. comment on the draft research plans of the Workplace and on other matters submitted by the Director, Chairperson of the Czech Academy of Sciences, Academy Council of the Czech Academy of Sciences or the Scientific Council of the Czech Academy of Sciences;
 - i. comment on the draft annual report; it shall present its opinion to the Director and the Board of the Workplace;
 - j. give its opinions on the Workplace activity and disclose them once a year in the Annual Report;

- k. submit to the Director, the Board of the Workplace and the Academy Council of the Czech Academy of Sciences proposals how to eliminate deficiencies discovered in the performance of their competencies;
 - l. submit to the Academy Council of the Czech Academy of Sciences and the Director a report on its activity at least once a year.
3. The course of action of the Supervisory Board shall be laid down in the Supervisory Board's rules of procedure, which, drafted by the Supervisory Board, shall be approved by the Academy Council of the Czech Academy of Sciences.

Art. 5

Deputy Director and Scientific Secretary

1. The functions of Deputy Director and Scientific Secretary shall be established at the Workplace.
2. The Deputy Director and the Scientific Secretary shall be appointed by the Director after being discussed by the Board of the Workplace.
3. The Deputy Director shall act as a deputy of the Director during the time of the Director's absence in the full scope unless the Director decides otherwise in writing in advance.
4. The Director may delegate permanent tasks on the Deputy Director and the Scientific Secretary. Such authorisation is included as an annex hereto.

Art. 6

Director's Advisory Bodies

1. The Director shall appoint his permanent or temporary advisory bodies. The permanent advisory bodies are as follows:
 - a. Institutional Council;
 - b. Personnel Committee;
 - c. Technical Board;
 - d. IT Advisory Committee;
 - e. Library Board;
 - f. Liability Committee.
2. The activity of the permanent advisory bodies shall be governed by the statutes of these bodies, which shall be issued by the Director after being discussed by the Board of the Workplace. The statutes of the permanent advisory bodies are included as an annex hereto.

Part Two

Organisational Structure

Art. 7

Workplace Divisions

1. Workplace divisions consist of scientific departments, research teams formed for a temporary period of time, Technical and Economic Management and the Director's Secretariat.
2. The organisation chart of the Workplace is included as an annex hereto.

Art. 8

Research Divisions

1. Research activity of the Workplace shall be performed by scientific departments and research teams formed for a temporary period of time.

2. The Workplace has four scientific departments: Department of Meteorology, Department of Climatology, Department of Ionosphere and Aeronomy and Department of Space Physics.
3. Research teams formed for a temporary period of time shall be established and dissolved by the Director after being discussed by the Board of the Workplace.

Art. 9

Technical and Economic Management

1. The Technical and Economic Management shall ensure the research infrastructure, technical and economic responsibilities, management of the IAP assets and other common activities. It includes among others the cash office, accounting department, library and a worker authorised to organise OSH FP. The worker authorised to organise OSH FP shall be appointed by the Director upon the proposal of the Technical and Economic Management.

Art. 10

Director's Secretariat

The Director's Secretariat shall be directly subordinate to the Director and shall deal with, among others, administrative and organisational issues including the institution's post room.

Art. 11

Heads of Divisions

1. The heads of the research departments, Technical and Economic Management and research teams formed for a temporary period of time (hereinafter referred to as the "Heads") shall be appointed and removed by the Director.
2. The Heads shall be accountable for the activity of their division to the Director.
3. The Heads shall manage the activities of their division and be responsible for the performance of their tasks including, without limitation:
 - a. manage the activities of the division; issue internal regulations of the division as necessary;
 - b. be responsible for legal, economic and responsible expenditure of funds and the use of the assets of the entrusted division;
 - c. submit to the Director comprehensive proposals to ensure the tasks, and expert opinions of the division;
 - d. propose changes in the organisation and activities of the division;
 - e. be responsible, within their division, for compliance with generally applicable legal as well as internal regulations including, without limitation, regulations on occupational safety and health of employees, fire protection, environmental protection etc.;
 - f. determine job duties of their subordinates;
 - g. propose to the Director job assignments and salaries of their subordinates;
 - h. approve compensatory leave, direct to take annual leave etc.;
 - i. send subordinates on business trips including those abroad;
 - j. ensure cooperation and coordination of the activities with other divisions.
4. The Deputy Head shall be appointed by the Director upon the proposal of the Head. The Deputy shall act as a deputy of the Head during the time of the Head's absence in the scope of delegated powers.
5. The Department of Meteorology shall have two Deputy Heads, one of which shall organise the activity of observatories at Kopisty and Milešovka. All the other divisions shall have one Deputy Head.

Art. 12

Field Workplaces

1. The workplaces and observatories at Dlouhá Louka, Kopisty, Milešovka, Panská Ves and Průhonice are field workplaces.
2. The Milešovka and Kopisty observatories are part of the Department of Meteorology; the Dlouhá Louka observatory is part of the Technical and Economic Management; the Průhonice ionospheric station and the ionospheric observatory and satellite telemetry station at Panská Ves are part of the Department of Ionosphere and Aeronomy.
3. The field workplaces are led by managers who are responsible for the organisation of work and compliance with the conditions of employment at the field workplace.
4. The field workplace managers shall be appointed by the Director upon the proposal of the Head of the respective division.

Part Three**Workplace Employees**

Art. 13

Position of the Employees, their Rights and Responsibilities

1. The position of the employees is governed by legal regulations including, without limitation, the Labour Code and the Statutes of the Czech Academy of Sciences, and the internal regulations of the Workplace.
2. The specific scope of the rights and responsibilities of the individual employees arises from their job assignment, which is, upon the proposal of the Head of the respective division, approved by the Director, and from their job duties. The employees must be provably acquainted with their job duties.
3. The basic responsibility of all employees is to perform working tasks resulting from their employment contract, job assignment and job duties.
4. All employees are obliged to maintain confidentiality of the facts that came into their knowledge in connection with the performance of their work activity if required by special legal regulations.
5. University-level positions of the scientific departments shall be filled on the basis of a selection procedure announced by the Director of the Workplace. The selection procedure must be announced at least three weeks before the application deadline. The selection among the applicants shall be conducted by the Selection Committee appointed by the Director. The Committee shall recommend the candidates for recruitment to the Director. The Director shall place the new employee in a qualification grade, determine the salary and negotiate the duration of the employment relationship. As a rule, no selection procedure is announced in order to fill a position if the period of work does not exceed that of a half-time employment, or a position with an employment contract for a fixed period of time not exceeding one year.
6. The employees may perform other gainful or additional activities only in accordance with the Labour Code. Such activity must not prejudice compliance with their basic job responsibilities.
7. Detailed regulations of the position, rights and responsibilities of the research workers of the Workplace and the rules of the evaluation procedure are laid down in the Career Development Rules for Czech Academy of Sciences Employees with a University Degree.

Art. 14

Assembly of Research Workers

1. The research workers are university-educated employees of the research divisions placed in qualification grades 3a (postdoctoral fellow), 3b (associated scientist/scholar), 4 (scientist/scholar) and 5 (senior scientist/scholar).
2. The members of the Assembly of Research Workers (hereinafter referred to as the "Assembly") are as follows:
 - a. research workers of the Workplace with at least a half-time employment;
 - b. emeritus scientists/scholars appointed according to the Career Development Rules for Czech Academy of Sciences Employees with a University Degree who have an employment relationship with the Workplace, regardless whether part-time or full-time.
3. The Assembly shall elect and remove by secret ballot:
 - a. members of the Board of the Workplace
 - b. representatives of the Workplace in the Academy Assembly of the Czech Academy of Sciences.
4. The Assembly shall:
 - a. propose candidates for the functions of the Chairperson of the Academy of Sciences of the Czech Republic, members of the Academy Council and the members of the Scientific Council of the Academy;
 - b. comment on the most important issues of the activity, arrangement and management of the Workplace that are submitted to it by the Director, the Board, the Supervisory Board, or that are included in the request of the research workers to call an Assembly Meeting.
5. Assembly Meetings shall be held as necessary. They shall be called by the Director or the Chairperson of the Board of the Workplace. The convener of the Assembly Meeting or a member of the Assembly elected by this Assembly Meeting shall chair the Assembly Meeting.
6. If requested by at least one third of the research workers, the Director or the Chairperson of the Board of the Workplace must call an Assembly Meeting within two weeks from the delivery of a written request to the Director or the Chairperson of the Board of the Workplace.
7. An Assembly Meeting has a quorum if an absolute majority of the Assembly members are present. Its resolution is valid if supported by an absolute majority of the members present.

Part Four**Final Provisions**

Art. 15

Final Provisions

1. Any conflicts over areas of competence between the individual divisions shall be resolved by their Heads by mutual agreement. If this is not possible, the Director shall decide.
2. Any delegation of powers must be in writing. The Director or the Heads of the divisions will not avoid their liability by delegating their powers.
3. These Organisation Rules were approved by the Board of the Workplace on 22 March 2019, and become effective on 1 April 2019.

Annexes:

1. Organisation Chart of the Workplace
2. Authorisation of the Deputy Director and the Scientific Secretary to perform permanent tasks
3. Statute of the Institutional Council

4. Statute of the Personnel Committee
5. Statute of the Technical Board
6. Statute of the IT Advisory Committee
7. Statute of the Library Board
8. Statute of the Liability Committee

In Prague, on 29 March 2019

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Doc. RNDr. Zbyněk Sokol, CSc.,

Director of Institute of Atmospheric Physics
of the Czech Academy of Sciences

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Ing. Dalia Obrazová, CSc.,

Board Chairwoman of Institute of Atmospheric
Physics of the Czech Academy of Sciences