

The Organizational Structure of CIIRC

Czech Technical University in Prague – The Czech Institute of Informatics, Robotics and Cybernetics

Article 1

I. Departments of CIIRC

1. The list of CIIRC departments

a. Research departments of

- 37210 Department of Artificial Intelligence
- 37220 Department of Intelligent Systems
- 37230 Department of Industrial Informatics
- 37240 Department of Robotics and Machine Perception
- 37250 Department of Industrial Production and Automation
- 37260 Department of Cognitive Systems and neurosciences
- 37270 Department of Biomedical Engineering and Assistive technology
- 37290 Department of Research Management of Platforms

b. Research and Innovation Centre for Advanced Industrial Production (RICAIP)

c. Director's Office

- 37910 Management Administration Section
- 37920 Economical-Operation Section
- 37930 Employees Section
- 37935 Payroll Section
- 37940 Accounting Section

- 37960 Computing and Information Section
- 37965 Legal Section
- 37985 External Cooperation Management Section

d. Project Management Office

- 37991 Grant Office Section
- 37992 Strategic Projects Section

e. Centres

2. The CIIRC Departments under paragraph 1.a can be further divided into organizational units subject to a proposal being made by the CIIRC Director that will be submitted for approval to the CIIRC Assembly.
3. The CIIRC Departments under paragraphs 1.b can be further divided into organizational units subject to a proposal being made by the RICAIP Director and consultation with the CIIRC Scientific Director and with the approval of the CIIRC Director.
4. The CIIRC Departments under 1c, 1d and 1e can be further divided into organizational units with approval by the CIIRC Director.

II. Research departments

1. Research departments are the core departments of CIIRC. They provide scientific, research, educational and other creative work, or coordinate scientific, research, educational and other creative activities with the aim of bringing together staff members from different departments into platforms.
2. Research departments are established and dissolved by the CIIRC Director following a proposal being made by the CIIRC Scientific Director and with approval by the CIIRC Assembly while respecting the contractual obligations of CIIRC. A change becomes effective as soon as an amendment to the Organizational Structure has been approved by the Academic Senate of CTU.
3. A research department is headed by an executive officer selected in a selection procedure regarding accordance with the Career Rules of CIIRC.
4. If a research department is further divided into organizational units, the heads of such units are appointed and recalled by the CIIRC Scientific Directors following a proposal being made by the respective executive officer.

III. Director's Office

1. The Director's Office is an executive department of CIIRC in charge of the administrative and managing work of CIIRC.
2. Individual sections within the Director's Office are established and dissolved by the CIIRC Director following a proposal being made by the CIIRC Treasurer and subject to approval by the CIIRC Assembly. A change becomes effective as soon as an amendment to the Organizational Structure has been approved by the Academic Senate of CTU.
3. The head of the Director's Office Section is appointed and recalled by the CIIRC Director following a proposal being made by the CIIRC Treasurer.

IV. Project Management Office

1. The Project Management Office is an executive department of CIIRC in charge of the preparation and management of strategic projects and projects whose scope requires the involvement of several departments.
2. For projects of a smaller scope, project preparation and management can be delegated to a research team in the department. In such a case, the Project Management Office is in charge of coordination and methodical guidance.
3. Sections within the Project Management Office are established and dissolved by the CIIRC Director with the approval by the CIIRC Assembly. A change becomes effective as soon as an amendment to the Organizational Structure has been approved by the Academic Senate of CTU.
4. The head of the section in Project Management Office is appointed and recalled by the CIIRC Director following a proposal being made by the executive officer of the Project Management Office.

V. Research and Innovation Centre for Advanced Industrial Production (RICAIP)

1. Section V. comes into force on the signature of an agreement with the EU on the funding of the RICAIP project or on the day when funds for the RICAIP Centre are obtained from other resources.
2. RICAIP is an international centre with the maximum possible autonomy whose primary objective is to develop independent interdisciplinary basic and applied research for advanced industrial production in the fields of artificial intelligence, machine learning, informatics and robotics, and to support related European research infrastructures.
3. RICAIP is a joint centre of the founding consortium, which includes the CIIRC CTU,

Deutsches Forschungszentrum für Künstliche Intelligenz (DFKI), Zentrum für Mechatronik und Automatisierungstechnik (ZeMA) and CEITEC at the Technical University in Brno (CEITEC VUT).

4. RICAIP has the following bodies:
 - a. RICAIP Director
 - b. RICAIP Steering Committee
 - c. RICAIP Executive Board
 - d. A RICAIP representative, eeig (European Economic Interest Grouping).
5. The RICAIP Steering Committee is the RICAIP supreme body. It oversees that the purpose and objective of RICAIP, and that its effective and successful development and proper management are observed. The RICAIP Steering Committee also determines RICAIP's work focus and decides on the concept and strategy of its development. Members of the RICAIP Steering Committee are: the CIIRC Scientific Director, the CEITEC VUT Director, the DFKI Director and the ZeMA Director. CTU will respect decisions made by the RICAIP Steering Committee in matters related to RICAIP, unless such decisions are contrary to the law.
6. The RICAIP Executive Board proposes RICAIP's work focus, approves RICAIP's budget and any amendments to it, and RICAIP's mid-term budget outlook; it approves RICAIP's annual report and proposes changes to the RICAIP consortium organizational structure. The Executive Board has the following six members: the RICAIP Director, a CIIRC representative appointed by the CIIRC Director, a CIIRC representative appointed by the CIIRC Scientific Director, a DFKI representative appointed by the DFKI Director, a CEITEC VUT representative appointed by the CEITEC VUT Director, and a ZeMA representative appointed by the ZeMA Director.
7. The RICAIP Director decides on all matters related to RICAIP unless they are within the scope of the powers of the RICAIP Steering Committee or the RICAIP Executive Board. The RICAIP Director is appointed by the CIIRC Scientific Director subject to the results of a selection procedure and with approval by the RICAIP Steering Committee. The RICAIP Director is recalled by the CIIRC Scientific Director with approval by the RICAIP Steering Committee. The RICAIP Director has a full power of attorney of the CIIRC Director when preparing, submitting and implementing scientific and research projects on behalf of the RICAIP Department and its organizational units.
8. An RICAIP representative, eeig, represents RICAIP members in the European Economic Interest Grouping. RICAIP, eeig., is an independent legal entity founded pursuant to Council Regulation (EEC) No 2137/85. of 25 July 1985 on the European Economic Interest Grouping (EEIG), by members of the RICAIP Consortium. The foundation of RICAIP, eeig, is subject to previous approval by the RICAIP Steering Committee and standard deliberation and approval by CTU bodies. A representative for RICAIP, eeig, is appointed by the RICAIP Director with approval by the RICAIP Steering Committee. The main purpose of RICAIP, eeig, is to ensure the organisation, operations and

development of an EU Testbed Core in compliance with open access principles that are typically applied in European Research Area. Until RICAIP, eeig, is founded, the position of the representative for RICAIP, eeig, will not be staffed and the powers will be assumed by the RICAIP Director.

VI. Centres

1. Centres are departments established on an operational basis for the purpose of collaborating with industry, researching specific projects and pursuing other activities that do not fall under Sections II., III. or IV.
2. Centres are established and dissolved by the CIIRC Director.
3. Heads of the centres are appointed and recalled by the CIIRC Director.

Article 2

Binding Legal Regulations

1. Generally binding legal regulations of the Czech Republic (the Constitution, acts, government regulations and implementing decrees).
2. Internal regulations of CTU (see the Organizational Rules of CTU).
3. Internal regulations of CIIRC (see the Statutes of CIIRC, Article 20).
4. Directives of CIIRC.
5. The CIIRC Director's and the CIIRC Scientific Director's orders.
6. Methodical guidelines of the CIIRC Treasurer.
7. Within each department, orders or circulars are also given by its executive officer.
8. All lower-level regulations (referred to below in this Article) must be in accordance with the superior regulations (referred to above in this Article); if this is not the case, the respective part of the subordinate regulation shall be invalid.

Article 3

Directives of CIIRC

1. CIIRC directives define the long-term framework of the Institute's activities.
2. The directives of CIIRC include:
 - a. The Rules of Procedure of the CIIRC Assembly.
 - b. The Rules of Procedure of the International Advisory Board of CIIRC.
 - c. The CIIRC Promotion and Evaluation Procedures.
 - d. Other directives approved by the CIIRC Assembly.
3. The directives of CIIRC are clearly marked with their name and date.

Article 4

The CIIRC Director's and the CIIRC Scientific Director's Orders

1. The CIIRC Director's and CIIRC Scientific Director's orders define the operational management of the Institute.
2. The CIIRC Director's and CIIRC Scientific Director's orders are clearly marked: The CIIRC Director's Order/CIIRC Scientific Director's Order No. (serial number)/(year).

Article 5

The Methodical Guidelines of the CIIRC Treasurer.

1. The methodical guidelines of the CIIRC Treasurer define in detail the administrative procedures within CIIRC.
2. The methodical guidelines of the CIIRC Treasurer are clearly marked: Methodical Guideline of the CIIRC Treasurer No. (serial number)/(year).

Article 6

Archivist and Archiving Documents

1. The Archivist is in charge of the administration and archiving of the documents referred to in Article 2, Items 3-6. The Archivist is an employee authorized by the CIIRC Director and is a part of the Director's Office.
2. The rules governing the assignment of identifiers and the format of documents are determined by the Treasurer.

Article 7

Senior executives

1. Senior executives in the Institute include:
 - a. The Director of the Institute.
 - b. The Scientific Director of the Institute.
 - c. The Deputy Directors of the Institute.
 - d. The Treasurer of the Institute.
 - e. Heads of departments and their deputies.
2. Senior executives are obliged to acquaint their subordinates with valid regulations and to check compliance therewith.
3. Any senior executive officer who issues a regulation must ensure its recording, availability to employees and archiving are in accordance with the law.
4. Within their competence, senior executives can delegate their powers to other subordinate employees for individual cases of activity or permanently. Permanent authorization must be made in writing. The employee to whom the power was delegated is responsible for not overstepping the given authorization. An employee to whom their superior delegated part of his/her powers is not entitled to delegate this authorization to another employee.

Article 8

The Deputy Director of the Institute

1. The Deputy Directors are appointed and recalled from the office by the Director.
2. The Deputy Directors represent the Director in the extent specified by the Director. The Director will charge one Deputy Director to represent the Director in the full extent during the Director's absence.