

J. Heyrovský Institute of Physical Chemistry



Guidance for the HIPC staff on issues related to the international cooperation affairs

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1 Introduction

This document provides practical guidance on steps to be taken by HIPC staff when dealing with the various aspects of external affairs related to scientific work and science policy¹. Rather than repeating the content of the various internal documents and regulations, it shall be viewed as a complementary reference framework that provides a detailed explanation and hands-on guidance to the existing HIPC documents².

The J. Heyrovský Institute of Physical Chemistry (HIPC) supports the mobility of researchers at all stages of their careers; outward mobility is going on via business trips and internships and inward mobility in the form of international recruitment of staff from foreign organizations.

The document tackles issues related to short- and long-term business travels that are the core actions in international cooperation, and it provides guidance on the individual steps to be taken while planning those trips. Several related aspects are tackled (scientific exchanges, students, etc.). In addition, the document also provides a framework for establishing various levels of formalized scientific cooperation (from joint research publications, and joint projects, up to institutionalized cooperation), respecting the HIPC international policy and paying attention to the necessary precaution when it comes to research integrity issues and foreign interference. The document also provides information on the HIPC Intellectual property policy and on the first guidance on steps for IP protection.

1.1 Business trips, scientific exchanges, and training

This chapter is setting clear guidelines for all aspects of travels of the HIPC staff. The legislation related to business travel and reimbursement is rather complicated and subject to frequent change. Basic information is given by the Labour code No 262/2006 Coll. (“Zákoník práce”) ³ and other regulations available at the WEB of the ministry of finance⁴. The HIPC employees are also required to comply with the rules of the SM-03 guideline. This chapter describes all the relevant procedures and it shall keep the HIPC employees safe while travelling on business trips. It also shall help in keeping the costs down, ensuring employees are safe and comfortable and helping them make decisions on their travel respecting all the institute and other regulations. Business trips are subject to the approval of the Head of the department and are administered until the end of the year by Mrs
and from the new year by
. Short (typically less than one month) and long business travels are subject to the regulation described in the following Chapter 3.

¹ Hrušák J., Španěl P., Musilová Z. (2022): Strategy for international cooperation in research and development at the J. Heyrovský Institute of Physical Chemistry of the CAS, v. v. i. (Strategie mezinárodní spolupráce ve výzkumu a vývoji v Ústavu fyzikální chemie J. Heyrovského AV ČR, v. v. i.), Praha: HIPC , 35 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/1978519024672073.pdf

² HIPC (2022): STAFF HANDBOOK 2022 (Příručka pro zaměstnance), Praha: HIPC , 20 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/6179475449533312.pdf

³ Česko (Czechia). LABOUR CODE (full translation). No. 262/2006 Coll. Zákon č. 262 ze dne 21. 4 2006, Sb., zákoník práce, 217 pages, In Sbírka zákonů České republiky, available at: https://www.mpsv.cz/documents/625317/625915/Labour_Code_2012.pdf/a66525f7-0ddf-5af7-4bba-33c7d7a8bdfd. ISSN 1211-1244

⁴ Ministerstvo financí ČR. Cestovní náhrady (Travel refunds) [online], © 2022, [cit. 2022-08-18], available at: <https://www.mfcr.cz/cs/legislativa/cestovni-nahrady/>

1.2 Travel planning and the travel order

Business travel can be started only if the travel was approved in advance and a travel order was issued. Employees are required to submit a request for a business trip via the intranet or OKbase by completing an online application before starting a trip. All travels must be recorded in the online application except travelling within the municipality of Prague using only public transport, which is recorded in the electronic attendance system only.

All terms and conditions of the business trip must be specified in advance. The travel order includes a program of business travel (e.g., conference program etc.), indicated at the beginning and end of the work assignment. If the program is not included, then the period of work is determined as the period starts at 9:00 a.m. and ends at 5:30 p.m. with a lunch break from 1:00 p.m. to 1:30 p.m. This applies even if the employee has started (or ended) the business travel earlier or later for relevant reasons (e.g., transport). On top of the length of the travel and its purpose, the type of transport, the place of accommodation, the amount of subsistence allowance⁵ and pocket money must be specified, also considering the specific conditions of the funding source (e.g., grant or projects), if any. If you're travelling abroad, it's important to take out appropriate travel insurance before the business trips start.

The planning of the trip is driven by economic considerations (strict application of the *3E principle - Economy, Efficiency, Effectiveness*). Public transportation (e.g., bus, second class train, aircraft in economy class, etc.) are the first choice for travel. In case of using other means of transport, e.g., taxi, own car, boat, 1st class train, or higher travel class for air travel, etc. it should be justified and approved in advance (in the request for a business trip in OKbase or intranet), and the employee is responsible that these costs are eligible in accordance with the regulations of the funding source (i.e., grant or project).

A planned business trip interruption must be approved by the employer in advance of the trip. If it is necessary to interrupt or terminate a business trip earlier for serious reasons (e.g., illness, natural catastrophe, etc.) that could not be known in advance, the employee shall notify the employer immediately.

Things you must do before your international travel

People should get in touch with the Personnel and Payroll Office and continue to work with it as soon as they learn about travelling abroad (plans to attend a conference, internship, Erasmus, or other trips within the EU). The Head of Department is responsible for timely information for the Personnel and Payroll Office. The joint request from the employee and the employer (the official name of the document) will be completed by the Personnel and Payroll Office.

The following documents are required to complete this application:

1. an invitation letter or memorandum, or a conference invitation (to be attached to the application to the Social Security Administration), stating the exact date of the out-of-country stay, the location of the conference, and the exact address of the place of stay.
2. in the case of another employment relationship in the Czech Republic (abroad), it is necessary to provide the employment contract of the other employer(s), otherwise the application from the Social Security Administration will be returned to be reworked - they register all

⁵ Ministerstvo finance České republiky. Vyhláška č. 462/2021 Sb. (Decree No. 462/2021 Coll.) [online], [cit. 2022-08-18], available at: <https://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2021/vyhlasaka-c-462-2021-sb-43850>

employment relationships in the Czech Republic, including membership in the management of the SVJ (Společenství vlastníků jednotek; condominium association (COA)).

Based on this information, the Personnel and Payroll Office will draw up an A1 request document to be submitted to the employee for signature.

In case of a trip longer than 7 days, the HR department will prepare an addendum to the employment contract on the change of place of work (the addendum will be submitted to the employee for signature together with the A1 application).

Practical recommendation before the travel:

- Ensure your passport is valid for at least 6 months (if you are travelling outside the EU) and that you have a valid national ID card. Obtain copies of your ID documents in case you lose them.
- Apply for any visas you require for your intended destination.
- Inform your health insurance provider and the social security office of the date when you will be leaving, and which country you are going to. If you will be out of the Czech Republic for more than 6 months, you must declare this using the special form *Prohlášení o dlouhodobém pobytu v cizině (Declaration of long-term residence abroad)* and return your health insurance card to your health insurance provider. If you are employed, your employer will usually inform the social security office for you, but it is anyway a good idea to check this document, which the social security office has issued to give you guidance on what you need to do when leaving the country.
- Check what the rules and conditions are for health insurance in the country where you are going. It is always a good idea to obtain travel insurance, accident insurance and liability insurance before you go. Take copies of your insurance policies with you.
- Check what the obligatory and recommended vaccinations are for the country where you are going, and make sure you take a sufficient supply of any medications you are currently using with you, as well as a first aid kit. Ensure any regular medicines you take will be available in the country where you are going, or that you will be able to have them sent to you.
- Inform your general practitioner (doctor), dentist, and any specialists you are registered with that you will be leaving the country and ask them to keep you on their records while you are away.
- You may (depending on how long you intend to be away) wish to terminate your rental contract (if living in rented accommodation), your bank account(s), and any contracts with service providers (e.g., electricity, internet, telephone, insurances), club memberships and so on.
- If keeping your Czech bank accounts, make sure your bank cards are valid and usable in the country where you'll be living (and check what the charges are for using them), and ensure that you can manage your accounts safely from abroad (e.g., via internet banking), set up standing orders and automatic payments for anything you'll need to pay regularly while away, and take key contacts for your bank with you.
- Check whether you will still be a tax resident in the Czech Republic (for the year you leave and/or further years abroad). For more information about tax residency and the tax procedures in the country where you are going, contact the financial authorities there (and/or here).

- If you will no longer have access to the address where you have your permanent residence, you must change your permanent address and inform all the relevant offices, banks, insurance companies, schools, friends, etc.; you may wish to have your mail re-directed to another Czech address and give formal authorization to someone at that address to receive mail sent to you.
- Check whether your driving license is valid (if you intend to drive abroad) and if necessary, obtain an International Drivers' License. Keep a copy in case you lose it.
- If you intend to take your car, check the rules and regulations for importing and re-registering the car in that country and any customs declarations and payments needed.
- Obtain verified copies & official translations of key documents (such as your educational qualifications, your birth certificate, marriage certificate, etc.) and some ID-size photographs just in case.
- Consider registering your stay abroad with the Ministry of Foreign Affairs by filling in the form on this page: <https://drozd.mzv.cz/>. This enables the Embassy of the Czech Republic in the country where you will be staying to keep you informed of events and offer your prompt assistance in case anything untoward happens during your stay.⁶

1.3 Register of contracts

Mr _____ oversees registering signed contracts. Each individually creates a Memorandum of Understanding and secures a signature. Mr _____, who archives these memoranda, is responsible for their publication in the Register of Contracts.

The A1 document must be produced and carried out in case of an inspection given the context of the EU's increasingly strict standards. The employee may present a copy of the submitted application, which is recognized by foreign authorities, in the absence of the A1 (the Social Security Administration has 30 to 60 days to complete this request).

1.4 Certificate A1

The employer sending out staff to the EU countries to participate in conferences, workshops, summer school, business meetings etc., must apply for the A1 certificate. This applies to all countries with which the Czech Republic has a bilateral agreement.⁷ The certificate is issued by the Czech Social Security Administration (CSSA) upon the Personnel and Payroll Office's request on behalf of the employer. The certificate proves that the traveling employees are fully insured in the State of posting (Czech Republic) and therefore do not need to be covered by premiums in another EU Member State.

Each of the HIPC employees planning to travel abroad is asked to contact the Personnel and Payroll Office and submit required documents (proof of the travel purposes, e.g.: letter of invitation, agenda of the meeting or conference, event registration, memorandum of understanding etc., with the exact address of the travel and venue or place of residence) at least 4 weeks before the departure. Applications for the A1 certificate will be filled in and submitted by the Personnel and Payroll Office based on a personal agreement with the employee.

The following documents are required to complete this A1 application:

⁶ EURAXESS CZECH REPUBLIC: What to do before you leave (Co je třeba udělat před odjezdem) [online], © 2022, [cit. 2022-08-18], available at: <https://www.euraxess.cz/czech-republic/information-assistance/what-do-you-leave>

⁷ Czech Social Security Administration: Overview of agreement. (Přehled smluv) © 2022, [cit. 2022-09-18], available at: <https://www.cssz.cz/web/cz/prehled-smluv-uzavrenych-cr>

- reasoning of the travel, i.e. an invitation letter or memorandum, or a conference invitation (to be attached to the application to the Czech Social Security Administration), stating the exact date of the out-of-country stay, the destination, and the exact address of the place of stay.
- In the case of another employment relationship in the Czech Republic (or abroad), it is necessary to provide the employment contract of the other employer(s), otherwise the application from the Czech Social Security Administration will be returned to be reworked – the CSSA registers all employment relationships in the Czech Republic, including membership in the management of the SVJ.

Depending on the frequency of the traveling it is possible to issue certificate A1 for the single travel to the EU country valid for the period of two years. You always need to identify the countries you plan to travel to.

The A1 document or at least the confirmed application from the CSSA must be kept ready for possible inspection by the Foreign Police and other foreign authorities during the business trip abroad.

The A1 certificate is also required for those employees of HIPC, who at the same time work (part-time) for another institution abroad. The Personnel and Payroll Office will also help in these cases. With reference to Regulation (EC) No 883/2004 of the European Parliament and of the Council, this is “*an activity carried on concurrently or alternately for the same employer in two or more Member States*”. However, a condition of at least 25% of activities performed in the Czech Republic must always be met. To complete the application, it is necessary to estimate the expected volume of activities in individual countries (e.g. 5% in Germany, 10% in Poland, and 3% in Slovakia).

1.5 Financing of the travel

The source of funding is typically the research grants or projects, and the funding must obey the regulations coming with these resources in top of the HIPC internal rules⁸. The online application contains the HIPC internal number(s) of the project(s) from which the trip will be paid.

JHIPC supports the mobility of researchers at all stages of their careers. Outward mobility is going on via business trips and internships and inward mobility in the form of recruitment of staff from foreign organizations. Funds for financing these forms of mobility are provided mainly from earmarked grants. Mobility projects are offered to researchers of the JHIPC from several programs of two large providers: The Ministry of Education, Youth and Sports and the Czech Academy of Sciences. The management of the JHIPC supporting the mobility of researchers monitors the announced competitions, informs potential applicants, and provides support for the preparation of projects and their submission within the appropriate period after discussion by the Institute Board. An important part of supporting mobility is ensuring the sustainability of researchers' employment after returning from a stay abroad. The relevant administration is carried out so that the employment contract can continue smoothly upon return.⁹

⁸ HIPC (2020): Směrnice SM-03: POSKYTOVÁNÍ CESTOVNÍCH NÁHRAD A POUŽÍVÁNÍ OSOBNÍCH VOZIDEL (Directive SM-03: THE PROVISION OF TRAVEL ALLOWANCES AND THE USE OF PERSONAL VEHICLES), Praha: HIPC, 24 pages, available at: https://intranet.jh-inst.cas.cz/file.php?file=jh_documents/file/6874367130141918.pdf

⁹ HIPC (2020): Metodika podpory mobility vědeckých pracovníků na Ústavu fyzikální chemie J. Heyrovského (Methodology of supporting the mobility of researchers at the JHIPC), Praha: HIPC, 4 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1110https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1110

1.5.1 Provision of advances

Once approved by the Head of the department, after possible consultation with the project leader, HIPC will provide the employee with a chargeable advance up to the amount of the travel allowance expected. Upon the agreement with the employee, the advance can be provided in foreign currency. Cheques or HIPC credit cards (for employees) are not used. The advance is issued upon request at least 3 working days before the business travel starts. In case of advances higher than CZK 10,000 or EUR 500 or USD 500, the request is accepted only at least 6 working days in advance. The approved advance payment can be collected at the cash office, room no. 117.

The advance can also cover meal allowance in Czech or other currency relevant to the country of travel in accordance with the implementation of legislation no. 262/2006 Coll. the Labor Code. It can be considered only the currency with the exchange rate announced by the Czech National Bank.

1.5.2 Travel and accommodation expenditures

The employer determines before the business travel the type of transport and accommodation which is then obligatory for the employees. The registration fee can be charged only after the approval of the business trip. The transportation and accommodation costs can be ordered and paid by the HIPC or claimed for reimbursement after the travel is finished and the final statement of costs is presented by the employee.

To be reimbursed for accommodation expenses, the employee submits a (tax) receipt from a company authorized to provide accommodation services. If the value of breakfast is covered by the accommodation receipt, the whole amount is charged as accommodation. The price of an accommodation per night of EUR 150 (for one person in one room) or EUR 225 (for two persons sharing one room) is considered the normal room rate. The higher price must be justified in written form.

Travel expenses are reimbursed in respect of the transport designated by the employer before the business travel. The public transport use is reimbursed according to valid travel documents. If these documents are not available, they can be replaced by the affidavit or other data providing proof of the expenditure (e.g. information from the public web transport website etc.). The statute of travel compensation claims is regulated by the Labor Code.

1.5.3 Per diem

Employees are entitled to a meal allowance for each calendar day of domestic and foreign travel. The employee traveling abroad receives per diem a foreign currency. Upon the employee's request, the employer may pay the per diem in Czech crowns or other foreign convertible currency. In this case, the exchange market rate announced by the CNB valid on the date of the relevant operation will be applied.

An employee receives per diem if the time spent outside the Czech Republic exceeds 18 hours in a calendar day. If this period lasts longer than 12 hours, but not longer than 18 hours, the employer receives two-thirds of the daily per diem, and one-third if the period spent outside the territory of the Czech Republic lasts 12 hours or less, but at least 1 hour.

If the employee has been provided with a free meal during business travel, the employee is entitled to the per diem reduced by each free meal provided by the value of:

- 70 % of the foreign per diem if one-third of the daily per diem is provided
- 35 % of the per diem if two-thirds of per diem is provided
- 25 % of the per diem in case of the basic rate of the per diem

Financial advances for the travel can be granted in foreign currency.

1.5.4 Pocket money

The employer provides employees pocket money in the amount of 40 % of the per diem related to business travel if the trip is not reduced. The amount of pocket money will be decided by the employer before the business travel. The employee does not prove the specific use of the pocket money to the employer.

1.5.5 Incidental expenditure

Incidental expense is incurred in relation to business travel. In particular, the following can be reimbursed based on valid documents submitted:

- expenses for work-related telephone calls,
- conference fees, if not included in other expenses,
- parking charges for a vehicle used during business travel,
- entrance fee of the exhibition, if the visit to the exhibition is part of the business travel,
- washing of car provided by the employer,
- charges for the storage of luggage,
- medical insurance for the business travel,
- medical examination, or vaccinations,
- charges for the use of motorways, tunnels, etc. (one-off "tolls" only for a specific business travel).

At least the type of Incidental expenditure expected should be a subject of the request for the business travel and approved before the travel begins.

1.5.6 Travel expenditure while using a private car

In case of use of a private vehicle, the employee must have:

- authorization to travel on official business by private vehicle,
- hold a valid certificate of driving training provided by the HIPC,
- a travel authorization

Under these circumstances, the employees using a private car will be entitled to each kilometer of driving:

- basic compensation.
- compensation for fuel consumed.

The basic compensation is determined as the product of the basic compensation rate per 1 km and the number of kilometers traveled. The basic compensation is always paid in Czech currency, even when traveling abroad for work. Compensation for fuel consumed is determined as the product of the average fuel consumption, the distance traveled in km and the price of fuel.

The average fuel consumption is obtained from the vehicle registration certificate as the arithmetic average of all the consumption values shown on the registration certificate. In case only one consumption value is indicated in the technical certificate, this value shall be used as the average consumption value of the vehicle. If the travel is made only in a municipality (e.g., Prague), the city consumption figure shall be used.

The number of kilometers for the purpose of determining the amount of compensation for fuel consumed is the actual number of kilometers traveled during business travel.

The employee proves the cost of the fuel with a tax receipt. The type of fuel should be indicated in the vehicle's technical certificate. The acceptable proofs are the following:

- cash payments, a tax receipt from a service station,
- fuel payments by credit card (VISA, ECM, CCS, etc.), by providing the original of the requested
- tax document from the fuel retailer.

If the employee cannot prove the cost of the fuel, then the cost of the consumed fuel is calculated according to the Decree of the Ministry of Labor and Social Affairs. In the case of using a private car, compensation is paid according to the amount above, the tax must be paid in accordance with Act No 16/1993 Coll., on road tax.

1.5.7 Travel expenditure while using a HIPC-owned car

The car provided by the HIPC can be used by the employees fulfilling the following requirements:

- holder of a valid driving license
- at least 5 years of driving experience (to be proved by affidavit),
- fully familiar with the operation of the car (as demonstrated by the handover and acceptance record of the vehicle),
- hold a valid certificate of driving training provided by the HIPC a valid medical examination.

If the employee uses the car provided by the HIPC the related expenses, in particular the fuel consumption, operating fluids, etc., are included in overhead expenses. Travel expenses accounting includes the use of the car and is charged in accordance with the internal proof of payment.

1.6 Settlement process of the business travel

The employee is obliged to prepare a report from the business trip within 10 days and then submit a final statement of the business trip . Employees are also required to provide all related documents such as a poster, presentation, invitation, program, or program in electronic form for the billing of business trips (these documents are attached to the project monitoring reports, inspections and audits). Expenses related to the business trip will be reimbursed after approval of the business trip report and the financial statement. The business trip is completed only after a settlement is completed.

Employees are responsible for the proper keeping of records of travel expenses and for the settlement of any unused advances due to HIPC. The settlement of the travel expenses should be submitted in paper form. If the submission is delayed, then it has to be accompanied by a justification. The employee is responsible for the settlement of the business travel and for the accuracy of the data submitted and the supporting documents. This is confirmed by signature.

The employer and the employee may have agreed that the travel expenses will also be covered by a private employee's credit card. If the employee used a transport or accommodation not specified before the travel, then the travel costs are reimbursed only up to the price of the transport determined and approved by the employer before the travel. If an accounting (or tax) document is not available, the expenditure can be supported by an affidavit.

In case of a late settlement of travel allowances, this will be considered a breach of obligations and the employee's variable pay may be reduced. If the employee does not submit a travel settlement, the reimbursement of expenses is not considered.¹⁰

All expenses, except for per diem and pocket money, must be supported by receipts. If the service provider is subject to VAT, VAT or any other similar tax, the employee is obliged to require a tax receipt. Tax documents (VAT, VAT, etc.) with the necessary details must be submitted in case of journeys in the Czech Republic, within or outside the EU.

If the provided advances exceed the real expenditures, the employee reimburses the money in the currency provided by the employer or in the currency into which the employee exchanged the money abroad, or in CZK. Otherwise, if the advances provided are lower than the real expenditures, then this amount is reimbursed in CZK. The amount by which the advance granted for the foreign business trip was less than the right of the employee, the employer shall reimburse the employee in CZK unless otherwise agreed. At the settlement of the advance, the employer shall use the exchange rate documented by the employee at which the advance was the currency provided abroad has been exchanged into another currency, and the rates specified in the above paragraph on exchange rates. The employer shall make the settlement of the claimed eligible costs based on accompanying documents within 10 working days.

The statute of limitations for travel compensation claims under the Labor Code is three years and is regulated by the Civil Code (Article 629 of Act No. 89/2012 Coll.). In case of a late settlement of travel allowances, this will be considered a breach of obligations and the employee's variable pay may be reduced.

What to do at one glance

- approved business trip by the Head of the department
- administration of the trip by: Mrs

- submit a request for a business trip via the intranet or OKbase before starting a trip
- get the amount of subsistence allowance: Mrs

- take outrange travel insurance before the trip start
- apply for the A1 certificate well ahead before of the trip, contact in Personnel and Payroll Office:

- contact the Personnel and Payroll Office and submit required documents at least 4 weeks before the departure

¹⁰ Česko (Czechia). Civil Code. Article 629 (full translation). No. 89/2012 Coll. Zákon č. 89 ze dne 3. 2 2012, Sb., občanský zákoník, 377 pages, In Sběrka zákonů České republiky, available at: <http://obcanskyzakonik.justice.cz/images/pdf/Civil-Code.pdf> ISSN 1211-1244

2 Working stays abroad

Now there is not a general rule for short-, mid-, and long-term leaves for the HIPC employees and all these stays are planned and approved on an ad-hoc basis, depending also on the availability of resources. Most of these mobilities are based on external funding resources (e.g. national Mobility programs, AV CR schemes, EU framework program projects). Funding for financing these forms of mobility is provided mainly from earmarked projects and grants¹¹. Mobility projects are offered to HIPC researchers by several programs of two large national providers: The Ministry of Education, Youth and Sports and the Czech Academy of Sciences and the EU Framework programmes. However, the below-mentioned applies also to other sources of funding.

2.1 Short- and mid-term training abroad (“stáže”)

Short and mid-term stays abroad that are often realized jointly with the receiving institution (e.g. mobilities, internships, Erasmus, exchanges based on projects, etc.) are a self-standing category of travels and some deviations with respect to the traditional business trip regulations may apply¹². If the travel is based on a new Memorandum of Understanding (MoU) or any other contractual agreement, the Head of Department must take all the formal steps related to the MoU signature and Mr _____, who is in charge of registering signed contracts and their publication in the Register of Contracts, must be informed. Similarly, the stay abroad may result in stronger future cooperation that may demonstrate itself in a formalized contractual agreement (e.g. MoU) also in these cases Mr _____ will be involved, and the agreement shall be prepared compliant with the HIPC international cooperation policy. Further document to be consulted when considering and planning a short or mid-term stay abroad is the Methodology of supporting the mobility of researchers at the Jaroslav Heyrovsky institute of physical chemistry¹³ and Mrs _____ can provide guidance on the steps to be taken.

When preparing for a short or mid-term stay abroad, the Head of Department is responsible for timely informing the Personnel and Payroll Office of HIPC and continuing to work with it in preparing the travel abroad. Based on the provided information and respecting the SM-25 on the Rules for social security¹⁴, the Personnel and Payroll Office will draw up an A1 request document (*vide supra*) to be submitted as a joint request from the employee and the employer to the national authorities. It is important to note that this A1 document must be produced and carried out in case of an inspection given the context of the EU's increasingly strict standards. The Social Security Administration has 30 to 60 days to complete this request and it is necessary to finalize at least the A1 application procedure prior to departure.

¹¹ HIPC (2020): Methodology of Supporting the Mobility of Researchers at the Jaroslav Heyrovský Institute of Physical Chemistry (Metodika podpory mobility výzkumných pracovníků Ústavu fyzikální chemie Jaroslava Heyrovského, v.v.i.), Praha: HIPC, 4 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/8159589534210694.pdf

¹² HIPC: Personální a mzdový úsek (Personnel and Payroll Office), Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?section=124&page=124

¹³ HIPC (2020): Methodology of supporting the mobility of researchers at the JHIPC (Metodika podpory mobility vědeckých pracovníků na Ústavu fyzikální chemie J. Heyrovského), Praha: HIPC, 4 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1110

¹⁴ HIPC (2019): Směrnice SM-25: Pravidla určení státu pojištění (Directive SM-25: Rules for social security), Praha: HIPC, 8 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=924

In case of a trip longer than 7 days, the Personnel and Payroll Office of HIPC will prepare an addendum to the employment contract on the change of place of work (the addendum will be submitted to the employee for signature together with the A1 application).

Mrs _____ can provide further information.¹⁵

2.2 Long-term stays abroad (“sabbatical”)

There is not formalized general procedure for HIPC employees attempting to leave for a longer stay abroad and such longer stays abroad are treated on an ad-hoc basis. Usually, this relates to a termination of the contract based on mutual agreement. For stays, while the employee is abroad shorter than 6-month unpaid leave is an option. Condition to be specified.

The health insurance provider and the social security office must be informed of the date of departure, and which country will be the destination. For stays longer than 6 months a special form (*Prohlášení o dlouhodobém pobytu v cizině, Long-term residence declaration*) must be completed, and the health insurance card must be returned to the health insurance provider. The employer will inform the social security office about the leave.

Further provisions may be considered like the termination of the rental contract (beware to change your permanent address), canceling the bank account (or setting up proper via internet banking), and suspending/modifying contracts with service providers (e.g. electricity, internet, telephone, insurances).

The conditions in the country of arrival are usually explored when arranging for a stay abroad and negotiating the working conditions. However, it is advisable to check the rules and conditions for health insurance ahead of departure and it is a good idea to obtain travel insurance, accident insurance and liability insurance. The validity of the major documents (e.g. driving license) shall be checked and an international driving license can be considered.

The tax residence (for time abroad) in the Czech Republic shall be also checked together with the information about tax residency and the tax procedures in the country of temporary residence.

Further, very useful information can be found on the EURAXESS WEB page¹⁶. Special regulation applies for those HIPC employees who are at the same time students as an arrangement must be found for suspension or termination of studies. It is also advisable to register the stay abroad with the Ministry of Foreign Affairs, by filling in the corresponding form¹⁷. This enables the Embassy of the Czech Republic in the country to provide assistance in case anything untoward happens

2.3 Specific collaborative trips

In the case of a trip abroad, where the planned cooperation is the result of the trip, everything is ad hoc. The contract is usually designed by the partner institution and is the responsibility of the staff member, who concludes it in agreement with his/her Head of department.

What to do at one glance

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¹⁶ EURAXESS CZECH REPUBLIC: What to do before you leave (Co je třeba udělat před odjezdem) [online], © 2022, [cit. 2022-08-18], available at: <https://www.euraxess.cz/czech-republic/information-assistance/what-do-you-leave>

¹⁷ Ministerstvo zahraničních věcí ČR. DROZD [online], © 2022, [cit. 2022-08-18], available at: <https://drozd.mzv.cz/>

-
- Secure financial resources for the travel
 - Respect HIPC internal regulation for business travels and the rules of the financial source (if any, e.g. Erasmus, MSCA, etc)
 - Request Personnel and Payroll Office of HIPC for the A1 form, in case of abroad travel.
 - Secure the health insurance in advance (possibly accident and liability insurance).
 - Find out if you need a visa and get them in advance if necessary.
 - In case of long travel, discuss employment and work duties at HIPC with your supervisors.
 - Long travel (> 6 months) required the special form (related to the long stay abroad) to be submitted to the Personnel and Payroll Office.
 - Check the work conditions at the destination of travel.
-

2.4 Foreign employees and short- or long-term foreign visitors at HIPC

The internationalization of the research staff at HIPC is one of the assets of the management and the number of foreign employees is instantly rising. The announcement of the vacancies in researchers positions and for post-doctoral fellows are broadly and internationally advertised¹⁸ using the OTM recruitment standards¹⁹ adopted at the HIPC and last updated in 2021. The Head of the department is typically the first point to be approached prior to arriving in Prague. He/she will guide the visitor/employee through the most important steps to be taken when starting a position at the HIPC. HIPC has extensive experience in recruiting and employing foreigners. Most of the internal documents are available in Czech and English. The Personnel and Office Department is familiarized with the procedure of foreign employees and trainees.

Everybody who stays in the Czech Republic for a minimum of 183 days in a calendar year or has a permanent home is a Czech tax resident. More complex information about the tax is available in a handbook on Intranet.²⁰ This handbook is not tax advice. Any individual situation has to be consulted with the Personnel and Payroll Office of HIPC and/or a tax expert.

Additional information can be received from EURAXESS WEB²¹ or the office in Prague²². Foreign visitors/employees at HIPC will enjoy the help of the Personnel and Payroll Office which provides basic support for foreign visitors upon arrival and that helps to settle the basic requirements for starting a working position at HIPC.

¹⁸ The responsible team leader must fill in form „*Formulář pro inzerci vědecké pozice/ Advertising request form - Scientific position*” and send it to the Secretary for Science to the contact email: jobs@jh-inst.cas.cz at least 5 days before the planned start date of the advertisement. The advertiser must also contact the personal department, Mrs. Zita Zajačková or Mrs. Martina Pohlová e-mail kariera@jh-inst.cas.cz. Advertisement showcased usually 30days but no less than 21days.

¹⁹ REPORT of the WORKING GROUP of the STEERING GROUP OF HUMAN RESOURCES MANAGEMENT under the EUROPEAN RESEARCH AREA (2015): Open, Transparent and Merit-based Recruitment of Researchers [online], © European Union 2015, [cit. 2022-08-18], 28 pages, available at: https://cdn1.euraxess.org/sites/default/files/policy_library/otm-r-finaldoc_0.pdf

²⁰ HIPC (2021): FOREIGN EMPLOYEES TAX HANDBOOK (DAŇOVÁ PŘÍRUČKA PRO ZAHRANIČNÍ ZAMĚSTNANCE), Praha: HIPC , 9 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1159

²¹ EURAXESS CZECH REPUBLIC: Settling in, working or leaving a European country? (Usazujete se, pracujete nebo opouštíte některou z evropských zemí?) [online], © 2022, [cit. 2022-08-18], available at: <https://euraxess.ec.europa.eu/information>

²² Contact person: Zuzana Tuřálková, tel.: (+420) 221 403 855, GSM: (+420) 731 426 969, e-mail: tutalkova@ssc.cas.cz, Zuzana Maršálková (Galatíková), tel.: (+420) 221 403 813, GSM: (+420) 739 329 857, e-mail: galatikova@ssc.cas.cz

This also concerns family members.

2.4.1 Taxation system

Income of the Czech tax non-resident earned for work physically performed in the Czech Republic for the Employer is subject to tax in the Czech Republic from the first day of performing the task. Depending on the source of income, the Employer will either prepay the tax or withhold it from the employee's paycheck. Income of the Czech tax non-resident earned for work physically performed outside of the country is not subject to tax in the Czech Republic.

Double taxation is resolved in the case of the existence of an international bilateral agreement by the application of an effective double taxation treaty concluded between the Czech Republic and the relevant state. Generally, a certificate of tax residency (tax domicile) issued by the tax authority of the State, whose tax resident the Employee is, is sufficient proof for no withholding of the income tax advance when the Employee performs the work outside of the Czech Republic. A special article titled "Professors and Researchers" is included in some double tax treaties and must be considered. The income of the researcher working in the Czech Republic may not be subject to taxation in the Czech Republic based on some of these articles in a specific Double Tax Treaty. The employee's compensation is not subject to taxation in the Czech Republic if the specific Double Tax Treaty has such an article and the employee satisfies and documents the requirements stated in this Article.

The Employer is required to provide the Czech tax office with comprehensive information regarding the taxable income of any tax non-resident. In accordance with the guidelines for the international exchange of information, this authority gives this information to the tax authority of the employee's state of tax residency.²³

2.4.2 Persons coming from third countries (outside the EU)

It is important to get in touch with the EURAXESS office in Prague. Furthermore, it is necessary to register within 3 days at „Odbor azylové a migrační politiky - Department of Asylum and Migration (“Odbor azylové a migrační politiky”; the Czech Ministry of Interior, Nad Štolou 936/3, Praha 7). There is a special office for scientists and their family members. For the registration process, you need your passport, visa, and contract for your accommodation.

2.4.3 Persons coming from the EU countries

It is important to get in touch with the EURAXESS office in Prague. There are two options:

- 1) registration at the Foreign Police, Olšanská 2, 130 51 Praha 3; take your passport and contract for your accommodation: you will get a stamp to your travel documents
- 2) registration within 3 days at the Department of Asylum and Migration (“Odbor azylové a migrační politiky”, Czech Ministry of Interior, “i.e., OAMP MVCR, address Nad Štolou 936/3, Praha 7). There is a special office for scientists and their family members (a specialized department for scientists and their family members).

For the registration of foreigners is required:

²³ HIPC (2021): FOREIGN EMPLOYEES TAX HANDBOOK (DAŇOVÁ PŘÍRUČKA PRO ZAHRANIČNÍ ZAMĚSTNANCE), Praha: HIPC, 9 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1159

- proof of accommodation - original rental contract, if there is no original rental agreement, the accommodation confirmation must be VERIFIED OFFICIALLY (Czech POINT at the post office is sufficient)
- health card insurance company (commercial insurance is sufficient)
- contract for your employment

If accommodation is provided in a hotel or hostel it is necessary to check whether the foreigner will be reported by the hotel or hostel, then the report of the person is not needed.²⁴

2.4.4 Working at HIPC

A residence card and the personal identification „birth“ number (e.g. for social insurance) will be issued by these national authorities. This temporary residence card must be returned when leaving the Czech Republic for more than 180 days (notifying the ministry at least three days before departing the country). The EURAXESS center can assist upon written authorization. The foreign colleagues will also appreciate the bilingual environment at HIPC and the fact that the major internal documents are issued also in English.

The foreigner must fulfill the obligation to report his/her stay personally by completing the registration form if he/she has not already fulfilled this obligation with the accommodation provider. The registration form can be found on the Intranet. If a foreigner fails to fulfill his/her obligation to report his/her stay, he/she commits an offense and may be fined.

The changes of residence in the Czech Republic must be reported to the Foreign Police Office and employer, who will subsequently make the change with the relevant state institutions.

The Head of the Department submits to the Personnel and Payroll Office 3 weeks before the planned start of employment for Czech citizens, 4 weeks for EU citizens and 8 weeks for third country citizens, it is necessary to prepare the Hosting Agreement and Commitment and other documents according to the applicable legislation and send them to the country of residence of the future employee.

The following documents are required for employment:

- a completed personal questionnaire
- a copy of the enrolment certificate (if employed), or a certificate from the Labor Office
- proof of studies, for PhD students - proof of admission to doctoral studies
- proof of the highest level of education attained
- copy of ID card (EU citizens), copy of passport
- residence permit, visa, third-country nationals must take out commercial health insurance valid from the time they cross the border until they start work

In case of any change regarding the name change, address change, new ID Card, etc., they should be reported to the Personnel and Payroll Office immediately. This data is further transmitted to the system of state institutions.

The Personnel and Payroll Office of HIPC will provide guidance on internal processes (personal questionnaire etc.). The questionnaire can also be downloaded from the Intranet site in an English version.²⁵ After the completion of the personal questionnaire and the proposal to hire a new employee, the Personnel and Payroll Office of HIPC will issue an Application for Admission medical examination, which will be sent to the new employee/applicant by email. The initial medical

²⁴ EURAXESS CZECH REPUBLIC: Settling in, working or leaving a European country? (Usazujete se, pracujete nebo opouštíte některou z evropských zemí?) [online], © 2022, [cit. 2022-08-18], available at: <https://euraxess.ec.europa.eu/information>

²⁵ HIPC: Nástup nového zaměstnance (Starting a new employee), Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=835

examination must be carried out at least 1 day before the employee is due to start work. Doctors' contact are available on the intranet.²⁶

2.4.5 Accommodation

The HIPC can provide accommodation for thirty persons. The accommodation facilities are in Prague 8 in the Mazanka complex (a total of 6 single rooms and two apartments in the dining hall building - a renovated and newly equipped hostel building, in operation since September 2016, a studio apartment in a new apartment building in Wichterlova Street, 2 double rooms and one single room in the hostel of the Institute of the Academy of Sciences of the Czech Republic) and in Prague 4 Michle (12 beds). More detailed information about accommodation services can be found in other files located in the link Accommodation - Mazanka complex and Accommodation - Michle complex, which we are preparing for you. A contact person for accommodation is: Mr

. Upon commencement of employment, the new employee is also required to pass an OSH test available on the Intranet.^{27 28}

Price list of services in the HIPC's accommodation, valid from 1 January 2020, is available on the Intranet as well as the accommodation contract.²⁹

Type of room	Number of rooms	Capacity
1) The building of the Campus restaurant in Prague 8, U Slovanky 3		
Single room	6	6
Studio	2	4
2) The building of the Institute of Plasma in Prague 8, Za Slovankou 3		
Single room	1	1
Double room	2	4
3) The building in Prague 4, Nuselská 118		
Single room	4	4
Double room	1	2
Suite	1	2
4) Studio in Prague 8, Wichterlova 2312/6		
Double	1	2 + 1 additional bed
TOTAL	18	26

Figure 2 - Accommodation capacity (Source: Intranet HIPC)³⁰

²⁶ HIPC: Nástup nového zaměstnance (Starting a new employee), Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=835

²⁷ HIPC: OHS training and on-line test (Školení BOZP a on-line test), Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/osh_training.html?lang=en#bozp

²⁸ HIPC: Ubytování (Accommodation), Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=95

²⁹ HIPC: Ubytování. Dvoustranná dohoda (Accommodation. Bilateral agreement), Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=140

³⁰ HIPC: Ubytovací kapacita (Accommodation capacity), Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=116

What to do at one glance

- Check the entry conditions and need of visas prior arrival
- Manage your accommodation and working contract
- Open a local bank account if needed
- Manage the daycare, schooling, and family related issues
- Check the possibilities of the culture in the host country and local language courses
- Arrange health insurance in advance

2.5 Maternity leave

Before leaving it is important to inform your supervisor, team and the Personnel and Payroll Office of HIPC about planned leave and hand over the agenda to competent colleagues (will be mentioned in e-mail informing about the planned time of absence) in agreement with the supervisor and complete all tasks and responsibilities. This also applies when you interrupt your work in HIPC for an extended period e.g. care for a loved one (residential care), or an extended unpaid leave of absence due to foreign spousal employment. It is recommended to define a plan for maintaining contact with HIPC and a plan for returning to HIPC. The supervisors will be informed about this process.

In the event of a break due to maternity, it is important to check with your doctor or physician about the possible health risks of current work and to avoid them completely in the following period.

During the period of absence, it is advisable to keep in touch and inform yourself about what is happening at the Institute. This plan can be changed at any time should it prove unsatisfactory. It is important to consider the possibilities of work involvement on return to work. Inform supervisors and Personnel and Payroll Office of HIPC whether the planned return date will be met or changed and agree on a specific date and time of return. It is important to follow your own return plan, i.e. inform colleagues that you are already back at the Institute and what work involvement you envisage. Also, it is necessary to inform yourself of any procedural changes that may have occurred during your absence and changes in the work of the team.

The Reconciliation Handbook³¹ provides information on how to support work-life balance and can then be consulted with the Personnel and Payroll Office of HIPC. It is also recommended that approximately 3 months after your return, you and your supervisor assess how the adaptation is going and whether any adjustments need to be made to your hours/commitment/workload etc.

³¹ A new handbook called Opportunities for Work-life balance at J. Heyrovský Institute of Physical Chemistry is being prepared and will be available in the HR Award documents on the Intranet: https://intranet.jh-inst.cas.cz/jh_documents.html?search=§ion=170, The handbook contain attachment: How to proceed in the event of a long-term leave - part of it is Checklist for work leave and What is a long-term attendance allowance.

2.6 Paternity leave

Paternity leave is granted for 14 calendar days until the child is six weeks old. The employee shall submit a completed application for paternity leave to the Personnel and Payroll Office of HIPC³²

2.7 Return to work after maternity/paternity leave

HIPC supports its male and female employees to return to work as soon as possible after a break due to maternity and parenthood. A smooth return includes the provision of childcare for preschool children. Employees of the HIPC may use the preschool care facilities of the CAS for their children. In some national and international research grants, it is possible to charge the care of preschool children while their parent(s) are working on the project as an eligible project cost. If you are applying for such a grant and wish to take advantage of this possibility, please contact the Grant and Budget Office of the HIPC first.³³

2.8 Activity for children

A regular activity of the Institute for Children and Parents is Children's Day, which staff members are informed about by email in the spring of each year. Children can also take part in popularization activities of the HIPC, such as excursions to laboratories during the autumn Week of Science and Technology of the CAS and others.

The Social Fund of the HIPC can be used for children's recreation (19-5 Collective Agreement) up to the age of 26, i.e., contributions for camps and holidays. Children can also use the sports facilities of the HIPC with their parents.

Educational programs for elementary, middle and high school at HIPC are organized year-round by the Education Section. Current programs and information about them are published through the website of the HIPC dedicated to education and promotion of scientific results. Currently, they are the pages of the HIPC long-term educational popularization program Tři nástroje (Three Tools).³⁴

What to do at one glance

Maternity/Paternity leave

- Inform your superiors, your team and the Personnel and Payroll Office of the HIPC of the planned interruption.
- plan for maintaining contact with the Institute for a period of prolonged absence and a plan to return to work after a long-term leave
- hand over agenda to the competent persons in agreement with own supervisor and conclude all tasks and responsibilities

³² Česká správa sociálního zabezpečení - ePortál. Žádost o dávku otcovské poporodní péče (otcovska) (Application for paternity benefit (paternity allowance) [online], © 2022, [cit. 2022-08-18], available at: [Žádost o dávku otcovské poporodní péče \(otcovskou\) | ePortál ČSSZ \(cssz.cz\)](#)

³³ Contact person: Mrs. Živorová Ferusová (+420 26605 2150; ruzena.ferusova@jh-inst.cas.cz, room 115)

³⁴ Projekt tři nástroje. (Three tools project) [online], © 2022, [cit. 2022-08-18], available at: <http://www.3nastroje.cz>, Contact person: Mrs. Stejskalová, +420 26605 3036, kvetoslava.stejskalova@jh-inst.cas.cz, room 106

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- Recommendation: inform others by mass email (if possible, reason and the planned period of absence/return date, personal contact)
 - according to the set plan for keeping in touch, keep yourself informed about what is happening at the Institute
 - change this plan if it is not suitable
 - consider your options for work engagement and work-life balance on your return to work
 - inform your supervisor/HIPC whether you wish to keep or change your planned return date
 - review and follow your return-to-work plan (remind yourself of your imminent return and agree on a specific date and time, etc.)

Return to work

- follow your return plan, i.e. inform your colleagues that you are already back at the Institute and what work involvement you expect
 - inform yourself of any procedural changes that may have occurred during your absence and changes in the work of your team
 - inform yourself about the possibilities for supporting work-life balance in the Opportunities for Work-life balance at J. Heyrovský Institute of Physical Chemistry and, if necessary, consult with the Personnel and Payroll Office about 3 months after your return to assess with your supervisor how the adaptation is going and whether any adjustments to your hours/work involvement/workload etc. are needed
 - HIPC long-term educational popularization program Tři nástroje (Three Tools): <http://www.3nastroje.cz>
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3 Foreign interference – communication with third countries

Cooperation with foreign scientists, research performing organizations and universities, as well as other entities and organizations, is an integral part of today's academic life. In most cases, such cooperation is mutually beneficial and poses no additional risks or threats. However, in a globally interconnected environment, new challenges and threats arise that jeopardize, among other things, intellectual property, and IT systems, but also the reputation of research institutions and their staff and the legally protected academic freedoms. Protecting the research and education sector and its values against the interference of foreign powers is important. Though academic freedoms and rights are guaranteed by law, this does not mean that they are sufficiently protected against the influence of foreign powers. Research, cooperation, contractual relations, and educational activities must not contradict the Czech legal order. Security is a collective matter, but everyone has a certain degree of personal responsibility. Security requirements should be proportionate to the risks.

The following text is largely based on a file prepared by the Ministry of Interior of the Czech Republic (Center against terrorism and hybrid threads)³⁵ that was produced at the request of the Charles

³⁵ Univerzita Karlova: Counter Foreign Interference Manual for the Czech Academic Sector (Protivlivový manuál pro sektor vysokých škol), © 2022, Praha, 33 pages, available at: <https://cuni.cz/UK-11805-version1-cfi-manual-for-the-czech-academic-sector.pdf>

University Prague and relies on other documents produced on this topic by the EC^{36,37}, and the EP³⁸, national documents issued by the governments of the USA³⁹, the UK^{40,41}, Germany⁴² and Australia⁴³, and several foreign universities.^{44, 45, 46, 47, 48}

The goal of this chapter is to help HIPC researchers to prepare for a situation in which you may become of interest to foreign interference and to help you learn how to respond to such a situation. It shall acquaint them with basic information on how to take preventive action, but also how to increase resilience to interference. For more details, the reader shall refer to the original document⁴⁹ in which Czech security professionals drafted recommendations adapted to the Czech environment.

It is without any doubt that the academic environment is due to a broad range of sensitive information of interest to foreign powers. The HIPC management is responsible for analyzing security risks and developing strategies to mitigate them. However, it is in the interest of all HIPC employees to help protect the reputation of the institute including its intellectual property, and the information to which they have access. These actions and activities contribute to the protection of academic rights and

³⁶ European Commission (2020): CONCEPT NOTE ON TACKLING FOREIGN INTERFERENCE IN HIGHER EDUCATION INSTITUTIONS AND RESEARCH ORGANISATIONS (KONCEPČNÍ POZNÁMKA O ŘEŠENÍ ZAHRA NIČNÍHO VMĚŠOVÁNÍ DO VYSOKOŠKOLSKÝCH INSTITUCÍ A VÝZKUMNÝCH ORGANIZACÍ), 5 pages, available at: <https://s3.eu-central-1.amazonaws.com/euobs-media/3ef6dc3d60ee27a2df16f62d47e93fdc.pdf>

³⁷ European Commission (2019): A Europe that protects: good progress on tackling hybrid threats (Evropa, která chrání: dobrý pokrok v boji proti hybridním hrozbám) [online], © 2022, [cit. 2022-08-18], available at: https://ec.europa.eu/commission/presscorner/detail/en/IP_19_2788

³⁸ European Parliamentary Research Service (2019): The sharp power of knowledge: Foreign authoritarian meddling in academia (Ostrá síla poznání: Zahraniční autoritářské vměšování do akademického prostředí) [online], [cit. 2022-08-18], 2 pages, available at: [http://www.europarl.europa.eu/RegData/etudes/ATAG/2019/644207/EPRS_ATA\(2019\)644207_EN.pdf](http://www.europarl.europa.eu/RegData/etudes/ATAG/2019/644207/EPRS_ATA(2019)644207_EN.pdf)

³⁹ Center for development of security excellence [online], © 2022, [cit. 2022-08-18], available at: <https://www.cdse.edu/index.html>

⁴⁰ UK Parliament. Publications & records [online], © 2022, [cit. 2022-08-18], available at: <https://publications.parliament.uk/pa/cm201919/cmselect/cmfa/109/10902.htm>

⁴¹ Universities UK. Managing risks in Internationalisation: Security related issues (Řízení rizik při internacionalizaci: Otázky související s bezpečností) [online], © 2022, [cit. 2022-08-18], available at: <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/managing-risks-in-internationalisation.aspx>

⁴² Hochschulrektorenkonferenz: Leitfragen zur Hochschulkooperation mit der Volksrepublik China (Klíčové otázky týkající se spolupráce v oblasti vysokoškolského vzdělávání s Čínskou lidovou republikou) [online], © 2022, [cit. 2022-08-18], available at: <https://www.hrk.de/positionen/beschluss/detail/leitfragen-zur-hochschulkooperation-mit-der-volksrepublik-china/>

⁴³ Australian Government, department of education [online], © 2022, [cit. 2022-08-18], available at: <https://docs.education.gov.au/system/files/doc/other/ed19-0222 - int - ufit guidelines acc.pdf>

⁴⁴ University of Kentucky. Guidance Regarding Foreign Influence in University Research (Pokyny týkající se zahraničního vlivu na univerzitní výzkum) [online], © 2022, [cit. 2022-08-18], available at: <https://www.research.uky.edu/office-sponsored-projects-administration/guidance-regarding-foreign-influence-university-research>

⁴⁵ University of Kentucky. Guidance Regarding Foreign Influence in University Research (Pokyny týkající se zahraničního vlivu na univerzitní výzkum) [online], © 2022, [cit. 2022-08-18], available at: <https://www.research.uky.edu/office-sponsored-projects-administration/guidance-regarding-foreign-influence-university-research>

⁴⁶ University of California. Ethics, Compliance and Audit Services. Foreign Influence (Služby v oblasti etiky, dodržování předpisů a auditu. Zahraniční vliv) [online], © 2022, [cit. 2022-08-18], available at: <https://www.ucop.edu/ethics-compliance-audit-services/compliance/research-compliance/foreign-influence.html>

⁴⁷ Cornell University. Concerns about "Undue Foreign Influence": Guidance for the Cornell Community (Obavy z "nepatřičného zahraničního vlivu": Pokyny pro komunitu Cornellovy univerzity) [online], © 2019, [cit. 2022-08-18], available at: <https://researchservices.cornell.edu/policies/guidelines-on-undue-foreign-influence>

⁴⁸ University of Nebraska-Lincoln. Foreign Influence & International Activities (Zahraniční vliv a mezinárodní aktivity) [online], © 2021, [cit. 2022-08-18], available at: <https://research.unl.edu/researchcompliance/foreign-influence-international-activities/>

⁴⁹ Univerzita Karlova: Counter Foreign Interference Manual for the Czech Academic Sector (Protivlivový manuál pro sektor vysokých škol), © 2022, Praha, 33 pages, available at: <https://cuni.cz/UK-11805-version1-cfi-manual-for-the-czech-academic-sector.pdf>

freedoms, and other interests, which we all strive to protect from interference through our collective efforts.

A critical risk assessment and risk management are key for reducing foreign interference in influence. Protecting intellectual property, the results of research projects and grants, and their content and progress is a natural requirement for scientific collaboration. In that respect, money doesn't justify everything one shall be carefully watching when considering partners and other stakeholders in joint projects. The 'know your partner' principle should be applied as widely as possible to minimize this risk. Watching out for the risks that external funding may present is a critical element to be assessed.

Funding is one of the many ways in which foreign powers can exert their influence over research institutions. For a foreign power, it is a relatively easy and effective option. It can target an individual, a research team, or an entire institution. Examples of such "donors" and "financial partners" can be found in the Czech Republic, but also elsewhere⁵⁰. Ministry of Foreign Affairs⁵¹, the Ministry of Trade and Commerce⁵² or the Financial Analytical Office⁵³ have issued lists of sanctioned entities. Before formally signing a contract with a foreign entity, one should conduct due diligence on the partner institution. Similarly, the scope and extent of the cooperation should be precisely specified, including IP regulations and for example, the provision of information or guarantees by the partner entity that could affect the assessment of the risk of interference, always considering what one is offering and what one gets in return. These and other legal conditions (e.g. the obligation to respect human rights and freedoms, the Czech legal order, and academic freedoms) can be negotiated with future partner entities in the form of contracts on future agreements or memoranda of understanding with clear consequences for their breach.

It is not always possible to predict all variations in the future use of research results. However, the risk management strategy should also include steps to identify and protect potentially sensitive research and resulting technologies. Much of the new knowledge, technologies, but also software can serve as so-called dual-use goods, and these are subject to stricter regulation by the state (see e.g. Act No. 594/2004 Coll.) Other research and technologies may have future military applications. In such cases, these projects should always be given increased attention and protection.

⁵⁰ Universities in the U.S. and elsewhere in the world have become aware of the controversy surrounding Confucius Institutes. These institutes were founded to promote the study of the Chinese language and culture, but many academics currently see them as a front for Chinese intelligence services (<https://www.voanews.com/student-union/chinese-college-students-being-forced-spy-us>).

⁵¹ Ministerstvo zahraničních věcí. Mezinárodní kontrolní režimy (International control regimes) [online], © 2022, [cit. 2022-08-18], available at: https://www.mzv.cz/jnp/cz/zahranicni_vztahy/bezpecnostni_politika/kontrola_exportu_zbrani/mezinarodni_spoluprace/mezinarodni_kontrolni_rezimy_obecna.html

⁵² Ministerstvo průmyslu a obchodu. Licenční správa (Licence administration) [online], © 2005 - 2022, [cit. 2022-08-18], available at: <https://www.mpo.cz/cz/zahranicni-obchod/licencni-sprava/>

⁵³ Finanční analytický úřad [online], © 2022, [cit. 2022-08-18], available at: <https://www.financnianalytickyrad.cz/>

Another area of possible and frequent interference is IT technologies. The National Office of Cyber and information security published several recommendations^{54, 55}, methodic materials^{56 57}, training materials⁵⁸, and information on the various cybernetic threats.

However, the biggest threat is the employees themselves. Various social events, conferences, seminars, or formal and informal meetings may be places where unconscious extraction of information or attempts at recruitment happens. They can be used to make initial contact, which may seem very innocent at first. The natural behavior of humans as social beings is often targeted by attackers, and it includes:

- Trying to be helpful and polite, even to complete strangers.
- Trying to look like someone who is very well-informed.
- Seeking recognition and believing that one is contributing to something good.
- The tendency to talk about a topic if one gets a positive response.
- The tendency to spread rumors and gossip.
- Trying to correct others.
- The tendency to underestimate the value of the information communicated, especially in situations where one is unable to comprehensively evaluate how such information could be used.
- The tendency to believe that all people/colleagues are essentially good and honest.
- The tendency to answer truthfully if one feels that a question was asked in good faith and with good intent.
- Trying to convince others of our one personal truth.

3.1 Possible warning signs

It is necessary to reflect that every employee is part of the puzzle that ultimately helps keep the academic environment free, democratic, and creative, and thus defends the research environment against unwanted influence from outside powers. It is important to recognize that one became a target of a foreign power. The possible signs include:

- A new, interested colleague appears, asks more questions than is standard about your work, hobbies, and life, and shows exceptional knowledge about your work or life. Beware that your longtime acquaintances or friends can be used to gain information about you for a foreign power if they have begun cooperating with a foreign power.
- You get unexpected advantageous job offers from a foreign institution or company.
- You receive requests for documents that can be obtained elsewhere.
- On your travels, you find signs of your personal belongings, luggage, electronics, etc. being tampered with.
- You encounter attempts to suddenly separate you from your belongings, phone, laptop, etc.

⁵⁴ Národní úřad pro kybernetickou a informační bezpečnost: Rozcestník školního metodika prevence (School prevention methodologist signpost) [online], © 2022, Praha, 17 pages, available at <https://www.nukib.cz/download/vzdelavani/doporuceni/Admin%204.0%20brozura.pdf>

⁵⁵ Národní centrum kybernetické bezpečnosti: NCKB. Doporučení (Recommendations) [online], © 2022, [cit. 2022-08-18], available at: <https://www.govcert.cz/cs/informacni-servis/doporuceni/>

⁵⁶ Národní úřad pro kybernetickou a informační bezpečnost: Rozcestník školního metodika prevence (School prevention methodologist signpost) [online], © 2022, Praha, [cit. 2022-08-18], available at: https://nukib.cz/download/vzdelavani/rozcestniky/rozcestnik_metodici.pdf

⁵⁷ Národní úřad pro kybernetickou a informační bezpečnost: Rozcestník školního metodika prevence (School prevention methodologist signpost) [online], © 2022, Praha, [cit. 2022-08-18], available at: https://www.nukib.cz/download/vzdelavani/doporuceni/NUKIB_doporuceni_uzivatele_a4_barva.pdf

⁵⁸ Institut pro veřejnou správu Praha, [online], © 2022, Praha, [cit. 2022-08-18], available at <https://www.institutpraha.cz/kurzy/kyberneticka-bezpecnost/>

- You get a sudden offer to meet a high-ranking or otherwise highly respected person.
- You unexpectedly meet a former colleague who started working abroad.
- A possible sign that information from your workplace is being obtained by a foreign power is
- when your work partner shows more knowledge of the subject matter than they should have⁵⁹

3.2 General considerations

- Be aware of suspicious activity towards yourself as well as situations where you believe you may be the target of solicitation or recruitment or when you experience unusual interest in from others.
- If you think something is wrong, do not try to resolve the situation yourself. Create records and reports and share these with the security manager at your university. Do not be afraid to ask for advice. You can contact your supervisor, the security manager, or, if warranted, the Security Information Service directly.
- We advise you to exercise extra caution when it comes to offers of foreign business trips or invitations to internships and conferences, especially if they are not necessary for your work performance. Be particularly careful if the organizer offers to cover your expenses and give you an allowance.
- When traveling abroad for work, don't let yourself be manipulated into a compromising situation. Keep your documents, laptop, mobile phone or USB with your personal information with you always, do not leave them even in the hotel room. When traveling to and from your trip abroad, don't leave these items in luggage that you don't always have in sight.
- If you are accompanying foreign visitors to your workplace, keep track of where the visitors are, do not allow them to move freely around the building and do not leave them alone in your office or the offices of your colleagues.
- Before traveling abroad, consider whether you need to bring your own technology such as a laptop and phone. Leaving them at work or at home reduces the risk of losing your information or infecting your technology with harmful software.
- If you need to connect to the internet, please note that your communication may be monitored in various places (cafés, hotels, airports, etc.). Your internet provider can always view what you are doing online. Use a VPN.
- If possible, avoid using public Wi-Fi networks, hotel computers and internet cafés – those are generally not very secure.
- Share only the necessary information on social media and in emails and set your privacy as high as possible. Check these settings repeatedly.
- Approach various courtesy gifts in the form of flash drives, memory cards, etc., with the utmost caution as they may be infected with harmful software. Keep in mind that you can also infect your computer by visiting various websites and always consider whether they are trustworthy. Constantly update your operating system and all security applications (antivirus software, firewall).

Where there is suspicion of a violation of the law that cannot be resolved by an internal act of the management or the procedure under the Labor Code (Act No. 262/2006 Coll.), it is necessary to contact the Police or the Security Information Service⁵³ and ask for help. A proactive approach to

⁵⁹ Univerzita Karlova: Counter Foreign Interference Manual for the Czech Academic Sector (Protivlivový manuál pro sektor vysokých škol), © 2022, Praha, 33 pages, available at: <https://cuni.cz/UK-11805-version1-cfi-manual-for-the-czech-academic-sector.pdf>

addressing the risk of interference is the key to reducing any individual attacker's influence operations.⁶⁰

What to do at one glance

- Though cooperation with foreign scientists is mutually beneficial, protecting the research and education sector and its values against the interference of foreign powers is important.
- HIPC employees contribute to the protection of the institute's reputation including its intellectual property, and the information to which they have access.
- Research, cooperation, contractual relations, and educational activities must not contradict the Czech legal order and everyone has a certain degree of personal responsibility related to security. Consult the HIPC management in case of doubts.
- A critical risk assessment and risk management are key for reducing foreign interference in influence. Carefully consider the project partners and other project stakeholders.
- Inspect the lists of sanctioned entities issued by the Ministry of Foreign Affairs, the Ministry of Trade and Commerce or the Financial Analytical Office.
- The risk management strategy should also include steps to identify and protect potentially sensitive research and resulting technologies. Consult the IP panel if necessary.
- Watching out for the risks that external funding may present is a critical element to be assessed.
- Projects including research and technologies with possible military applications should always be given increased attention and protection. The National Office of Cyber and information security published several recommendations.

4 The grant schemes

4.1 International grant applications procedures

Secretary for Science publishes a new grant call in Intranet Evidence of Grants. All HIPC employees are informed about the new call via info email. The future Principal Investigator gets acquainted with the call objectives and target groups and expresses interest in the call no later than 20 days before the deadline for submission. Furthermore, the department head and grant guarantor will be informed via email about the interest in the call. The department head consults and manages the project team. Grant guarantor provides training to interested persons and is informed about the essential documents, i.e. checklist, template of budget calculation; rules for grant investments (including links to the HIPC form etc.).

⁶⁰ Univerzita Karlova: Counter Foreign Interference Manual for the Czech Academic Sector (Protivlivový manuál pro sektor vysokých škol), © 2022, Praha, 33 pages, available at: <https://cuni.cz/UK-11805-version1-cfi-manual-for-the-czech-academic-sector.pdf>

4.2 Preparation of a grant project

Principal Investigator prepares the proposal of the grant project on the Intranet. The budget calculation should be requested. Grant guarantor provides the evidence number for the required calculation file, fills into the budget calculation wages of the project participants and in case of any needs provides the Principal Investigator a consultancy about the budget calculation. The scientific part of the project proposal is consulted with the department head.

4.3 Intranet Evidence of Grants for submission for internal approval

Investment purchasing specialist - always in case of investment in the project. Principal Investigator enters all planned investment into the IEG project form via the electronic form "Acquisition of the investment/ property over 80 thousand CZK incl. VAT" and attached all required supported documents - suppliers offer, defines if pre - installation requirements/ other construction work is required/ safety requests for each investment. Consultancy of the investment is done on-line via the electronic form with a responsible person: an account (confirms if it is investment or not), in case of pre - installation requirements / other construction works the Head of the technical department (consult potential workload of local technical dep. employees/ can be supportive for the external company selection), an investment purchasing specialist (confirms final investment price calculation). Safety and health specialists can view details of the planned investment and consult safety requirements.

The principal Investigator completes compulsory final documents and submits a grant project proposal for internal approval on the Intranet, i.e., Intranet evidence of grants (IEG). Documents must be approved in advance during consultations with all responsible people.

The budget project calculation must be approved by the grant guarantor during the consultation. If the investments are included, the budget calculation must be approved by an investment purchasing specialist as well and the following document should be attached:

- supplier's price offer

Principal Investigator confirms that the documents for the calculation of the investment were made in accordance with the methodology of HIPC. The Principal Investigator sends the grant project proposal for approval no later than the day of the internal deadline.

4.4 Internal project approval

If investments are included in the grant project proposal, then purchasing specialist evaluates each entered investment directly in the electronic form "Acquisition of the investment/ property over 80 thousand CZK incl. VAT" and approves all investments at once directly in the grant project proposal in IEG and attaches the file "SNI calculation of the investment price". The Grant guarantor approves and attaches the file (Final calculation of budget) and update the s Budget of HIPC for the grant period („Budget UFCH JH for the project period“). In case of Investment first approver is the purchasing specialist and then grant guarantor, approvals must be done within 5 days and then is followed by the Head of the department approving or denying the project proposal within 2 next days.

The Vice Director for Science approves or rejects the project proposal within 2 days from the approval by a Head of the department. The Secretary of the Institute Board submits the project proposal to the Institute Board for approval at least 8 days before the deadline of the grant call. Institute Board

approves or rejects the project proposal no later than 1 day before the deadline of the grant call. Director approves or rejects the project proposal no later than the date of the grant call deadline.

Intranet Evidence of Grants informs on the approval of the project proposal Principal Investigator, Grant Guarantor, Head of a department, Investment purchasing specialist (in case of investment).

4.5 External project approval

Principal Investigator completes the documents for submitting the project proposal and sends them to the grant provider in the manner specified by the provider. The Principal Investigator sends the project proposal no later than the day of the deadline of the grant call. Grant Provider approves or rejects the project proposal and informs them about the result to the Principal Investigator (e.g., via email, an app, data box, by letter).

The Principal Investigator enters the result of the provider's decision in Intranet Evidence of Grants no later than 14 days before the start of the project, enters the final version of the project proposal into the Intranet Evidence of Grants (in PDF format), or its summary (financial part incl. justification) and update of investments. Furthermore, he arranges the staffing of the project, i.e. selection of the candidate (the process of recruiting, advertising the position at least for three weeks) and informs the Personnel and Payroll Office in time about the selected employee and fills out the document Proposal of Change (*“Návrh na změnu”*).

4.6 Realization & administration of approved project

Grant Guarantee receives information on the award of a grant by Intranet Evidence of Grants email. Afterwards, verifies if supported documents of approved projects were issued. From the Principal Investigator, Secretary of the Vice-director for Science or grant providers, the application obtains a document Grant Agreement or Official statement of the grant granted for the project or other relevant docs. (e.g., Official results announcement at the grand provider's website).

The task for the new projects:

- the checklist of activities
- to create a folder of the project on the share drive disk to archive all relevant supportive documentation of the project
- to create a paper folder for printed documentation
- Agreement of providing grant or Supplement, Agreement of the cooperation – in case of need ensures documents revision (lawyer/ Intellectual property expert) & submits the document to be signed by the director; Enters agreements into “Internal Agreements Register”
- Creates internal project number in the accounting system Helios (číslo zakázky)
- Enters internal project number into intranet (IEG)
- Uploads project budget into intranet (IEG) section „Výpis čerpání z grantu“(Statement of drawing of the grant)

Informs about project number creation in Helios system and various supportive documentation of the project – Principal Investigator, Investment purchasing specialist, another responsible person⁶¹.

⁶¹ HIPC: Materiály k podávání grantů (Grant application materials). Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1151

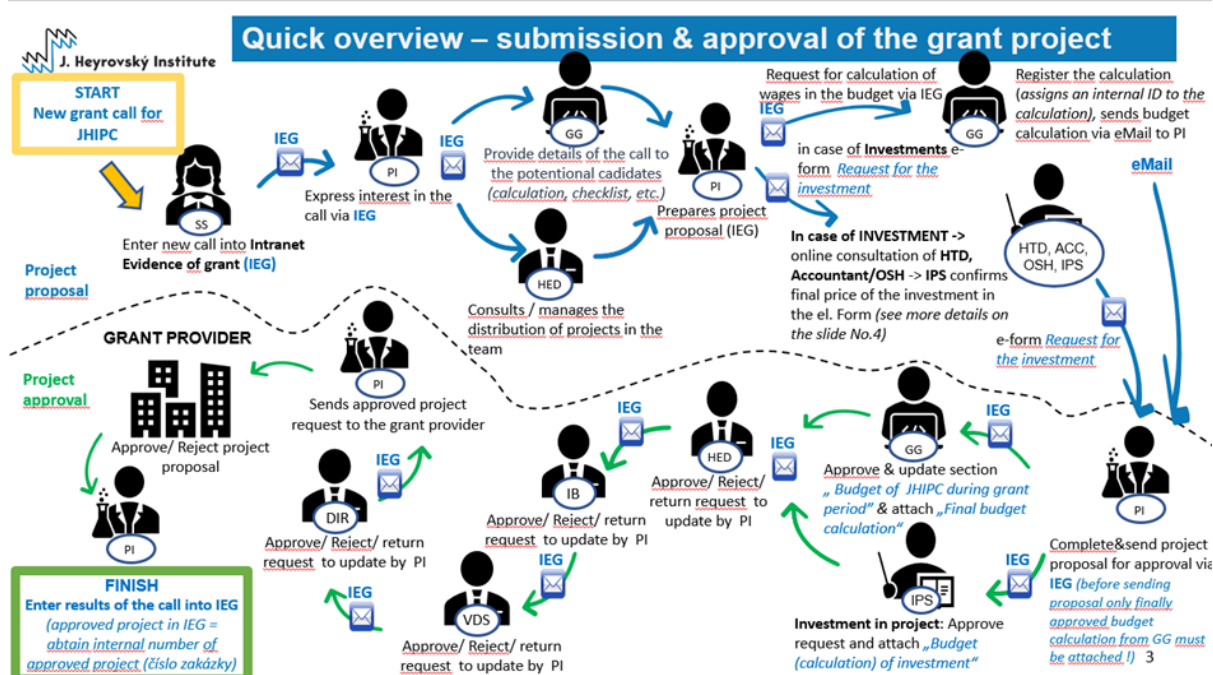


Figure 1 - Submission and approval of the grant project. Sources: Růžena Ferusová - Živorová, 2022. Grant process of HIPC (ppt), J. Heyrovský Institute of Physical Chemistry

4.7 Indicative overview of providers and offered programs

Research-related activities funds are available both from Czech public funds, EU funding programs, other international programs, and private foundations. Some of these include:

- I. **European Commission - Horizon Europe program:**
 - A. **Excellent Science**
 1. European Research Council
 2. Research Infrastructures
 3. Marie Skłodowska-Curie Actions
 - B. **Global Challenges and European Industrial Competitiveness**
 1. HealthSearch for available translations of the preceding
 2. Culture, Creativity and Inclusive SocietySearch for available translations of the preceding
 3. Civil Security for SocietySearch for available translations of the preceding
 4. Digital, Industry and SpaceSearch for available translations of the preceding
 5. Climate, Energy and MobilitySearch for available translations of the preceding
 6. Food, Bioeconomy, Natural Resources, Agriculture and Environment
 - C. **Innovative Europe**
 1. European Innovation Council
 2. European Innovation Ecosystems
 3. European Institute of Innovation and Technology Search for available translations of the preceding link
- II. **Ministry of education, youth and sports (MEYS) - International research cooperation**
 - A. **Johannes Amos Comenius Programme**

- B. *Inter-Excellence II 2021 - 2029: 1) INTER-ACTION, 2) INTER-COST, 3) INTER-EUREKA***
- C. *COST - European cooperation in Science and Technology***
- D. *International mobility of research, technical and administrative staff of research organizations***
- III. Czech Academy of sciences**
 - A. Currently announced calls for applications for institutional funding⁶²:
 - B. Program to support the international cooperation of early-stage researchers (acronym of the call MSM)
 - C. Bilateral agreements
 - Mobility projects (MP)
 - Mobility Plus Projects (MPP)
 - ERA-NET projects
- IV. The Technology Agency of the Czech Republic (TA ČR)**
- V. The Czech Science Foundation (GA ČR)**
- VI. Agency for the Czech Republic health research (AZV ČR)**
- VII. Visegrad Fund**
- VIII. J. W. Fulbright Commission**
- IX. The National Agency for European Educational Programmes (NAEP)**

Portals providing information on mobilities and research grant programs:

- The Center for International Cooperation in Education (DZS)⁶³
- Eurodesk (Eurodesk Brussels Link)⁶⁴
- European Cooperation in Science and Technology (COST)⁶⁵
- Horizont Evropa^{66 67 68}

4.8 International agreements

There are various forms of cooperation; international agreements discussed at management meetings are agreements between two (bilateral) and more parties (multilateral) with legal competence (validity of the act, dates of entry into force, etc.) and generate rights and obligations for the contracting parties.

⁶² CAS/AV ČR: Aktuální výzvy AV ČR (Current Calls of the CAS) [online], © 2022, [cit. 2022-09-18], available at: <https://www.avcr.cz/cs/veda-a-vyzkum/podpora-vyzkumu/aktualni-vyzvy-av-cr/>

⁶³ Czech National Agency for International Education and Research: Dům zahraniční spolupráce © 2022, [cit. 2022-08-18], available at: <https://www.dzs.cz/en>

⁶⁴ Eurodesk © 2022, [cit. 2022-08-18], available at: <http://www.eurodesk.cz>

⁶⁵ COST (European Cooperation in Science and Technology) © 2022, [cit. 2022-08-18], available at: <https://www.cost.eu/>

⁶⁶ Horizon Europe © 2022, [cit. 2022-08-18], available at: <http://www.horizontevropa.cz>

⁶⁷ EURAXESS CZECH REPUBLIC: Sources of funding in the Czech Republic [online], © 2022, [cit. 2022-08-18], available at: <https://www.euraxess.cz/czech-republic/jobs-funding/czech-funding-research-and-study>

⁶⁸ HIPC (2020): Metodika podpory mobility vědeckých pracovníků na Ústavu fyzikální chemie J. Heyrovského (Methodology of supporting the mobility of researchers at the JHIPC), Praha: HIPC, 4 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1110

4.9 Memorandum of understanding (MoU)

This international document commits the signatories (each member country joins the MoU individually) to, inter alia, provide all results achieved in the solution and ensures the right of access to this information for those member countries that have accepted the MoU. These contracts should be used when you submit a request for an application involving a collaborative partner(s) that agrees to provide a non-financial exchange that will enhance the project.

MoUs that are not legally binding are developed individually at the level of departments by each of the project managers and an attachment to this document is a sample grant agreement, which also addresses intellectual property rights.

The following elements should be considered when constructing a MoU:

- Describe each partner.
- Describe the MoU's objective.
- Clearly describe the tasks and responsibilities that each organization has agreed to provide to ensure project success. The project's goals, objectives, and target outputs should be in line with the roles and responsibilities.
- Determine who employees oversee carrying out each specified duty.
- Describe the advantages of the partnership or collaboration for the project.
- Describe the resources each partner would contribute and bring to the project. This can include providing services, making in-kind contributions, delivering services, offering training or expertise, etc.
- Provide a statement that the leading organization assumes full responsibility for the performance of the collaborative organizations.
- All parties involved must sign the MoU. Signatories must be officially authorized to sign on behalf of the organization; and
- Include an approximate date when the agreement will become effective.

What to do at one glance

- Secretary for Science publishes a new grant call in Intranet Evidence of Grants.
- Principal Investigator prepares the proposal of the grant project on the Intranet
- Principal Investigator provides pre-filled form "Formular č.1-INVESTICE - žádost o zdroje kryti"⁶⁹ (Form No.1-INVESTMENT - Request for sources of cover) and supplier price.
- The scientific part of the project proposal is consulted with the department head.
- Internal project approval via Intranet Evidence of Grants.
- Principal Investigator completes the documents for submitting the project proposal and sends them to the grant provider in the manner specified by the provider.
- After external project approval - the project proposal's final version, in PDF format, or its summary (financial component including rationale), and update of investments are entered into the Intranet Evidence of Grants no later than 14 days prior to the start of the project by the Principal Investigator.

⁶⁹ HIPC: VEŘEJNÉ ZAKÁZKY A INVESTICE (PUBLIC PROCUREMENT AND INVESTMENT). Intranet [online], [cit. 2022-08-18], available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1277

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- The MoU should contain a description of each partner and identification of the lead partner with responsibility, contract objectives, effective date, IPR
-

5 Intellectual property and technology transfer at HIPC

Given its character the major task is acquiring excellent scientific results at the level of fundamental processes. Consequently, the main output of the scientific work of the institute is scientific publications. However, the Institute welcomes and supports the activities of the employees leading to inventions and their commercialization.

Intellectual property (IP) at HIPC refers to all the products of staff and student research. It falls into two groups—work covered by patent law and work covered by copyright law. Both categories are important. However, the HIPC publishing policy is much better understood, though it has been recently revised and new Open science components were incorporated (SM-22 on the treatment of the RDI results⁷⁰). More troubling occurs in the understanding of the patent policy that is limiting staff rights to decide what happens to their discoveries or inventions, at the same time motivating the staff to consider commercialization of the research outcome. Therefore, has the J. Heyrovsky Institute of Physical Chemistry currently revised its IP policy and established a fairly precise system of intellectual property protection, which is contained in the Institute's internal directives, in particular in Directive SM-09 Dealing with Management of Intellectual Ownership and the Protection and application of Industrial Property Rights⁷¹, as high-quality protection and management of the intellectual (especially industrial) property is an essential prerequisite for its future commercialization, whether in the form of sale, licensing or transfer to independent spin-off companies.

The creator (originator) of an invention under this system and under the relevant legislation is the person who has created it through his or her own creative work. The right to be referred to as the originator arises from the creation of the invention and cannot be transferred to another person. An invention may be the result of the activity of several natural persons. A co-inventor is thus any person whose own creative contribution has led to the essential features of the invention.

To support and facilitate commercialization of the outcomes of the research activities of its staff, the institute created a dedicated Technology Transfer Office (TTO)⁷², which is responsible for the administration and protection of the intellectual property of HIPC and its commercial use through commercialization tools. TTO is a contact point for commercial entities that are interested in cooperating with HIPC in the form of contract research, partnerships in joint research and development projects or licensing agreements. TTO offers researchers to support and advice in protecting and valuing the results of industrial property, finding partners in the commercial sphere, participating in negotiations with them, arranging contracts with these partners and other activities related to the commercialization of the intellectual property of HIPC.

⁷⁰ HIPC (2017): Směrnice SM-22 Nakládání s výsledky výzkumu, vývoja a inovací (Directive SM-22 Disposal of Research, Development and Innovation Results), Praha: HIPC, 6 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=838

⁷¹ HIPC (2021): Směrnice SM-09 Nakládání s duševním vlastnictvím (Directive SM-09 Dealing with Intellectual Property), Praha: HIPC, 6 pages, available at: [15https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1205](https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1205)

⁷² The contact person for the Technology Transfer Center is Jiří Trnka, +420 26605 2007, jiri.trnka@jh-inst.cas.cz, room 129.

5.1 The initial steps of the IP protection

The creator (originator) of a potential invention shall contact the Technology Transfer Center and consult the commercialization potential of the discovery and the next steps for its adequate protection. Hereby the following main criteria are considered:

- patentability and market opportunity
- the state of development and maturity of the result
- ensuring freedom of scientific research
- usefulness to society and other potential impacts
- the commitment of the inventors and their willingness to participate actively in the legal protection process

Acceptance of inventions is selective based on the application of these criteria and clearly favors quality over quantity. A relationship of trust must exist between researchers at the Institute and those involved in technology transfer to allow for timely, open and solution-oriented discussion and expert advice.

Information that a solution has been developed which meets the criteria (*vide supra*) for an invention or utility model shall be submitted by the inventor to the Director in writing. The Director of the Institute shall decide and inform the inventor in writing within 3 months of the submission of the proposal whether the Institute is interested in the patent. An important role in the management and protection of the Institute's intellectual property is played by the Intellectual Property Group, whose task is, together with the TTO, to take care of the Institute's intellectual property and analyze its commercial exploitation.

The Intellectual Property Group shall serve as an advisory body to the Director in this case and shall recommend the level of protection of the proposal. The difference between a national patent and international protection is not only in scope but also in terms of financial requirements. In the case of an international patent, the costs are in the hundreds of thousands and millions over the lifetime of the protection. For this reason, each case of international protection is carefully considered and a commercial partner is sought as quickly as possible to take over these costs, for example, at the patent application stage. The protection of IP is a very financially and administratively demanding process and has a number of negatives in addition to the positives. Therefore, for many results, HIPC is inclined to go the route of classified know-how rather than patent protection.

If the innovations, discoveries, or inventions appear to be suitable for filing a patent application, the Technology Transfer Office takes over further administration in terms of protection and commercialization. Together with the originator, it decides on the next course of action in each case on the basis of the above-mentioned criteria. It decides jointly with the originator on the next steps in each case based on the upper-mentioned criteria.

If the Institute decides to protect an invention, it shall pay all costs associated with patenting or protecting the rights. In addition, if the Institute exercises the right to a patent, the originator has a legal right to a one-off fee of CZK 10 000, regardless of whether a patent application is filed. In addition, the inventors are entitled to a reasonable share of the financial benefit accruing to the invention in the event of its commercial exploitation. After deduction of costs, the income from the exploitation of inventions is divided as follows: 50% of the income up to CZK 1 million and 30% of the income exceeding CZK 1 million is divided between the inventor and the co-inventors according to their respective shares in the creation of the invention. The distribution of shares within the team is decided by the team leader. The remaining part of the income represents the Institute's income and its use

(including support for further research in the department of the originator of the invention) is decided by the Director following discussion in the Director's Board.

5.2 Current portfolio of IP protected outcomes

As for the current patent and utility model portfolio, it is listed in the Institute's intellectual property database, which is available on the Institute's intranet site. It contains 18 currently valid patents and 7 utility models. Others are pending applications.

As regards international applications, the Institute is currently registering PCT application PCT/CZ2020/050018 'Use of a catalyst for the production of methanol from methane, a method of production of methanol from methane, the catalyst and a method of production thereof. This application is already in the national phase and has been filed in Europe, China, India, and the USA. The Institute is collaborating with the Industrial Technology Research Institute Taiwan to validate this technology.

Furthermore, the Institute has registered European patent application EP 18150610.6 'A method of production of catalysts of a perovskite structure, catalysts perovskite structure and their use for high-temperature decomposition of N₂O'. This patent has not yet been granted by the EPO.

The Technology Transfer Office oversees the management of the industrial property portfolio. Its other activities are as follows:

- Ensuring the technology transfer (TT) process and its further development within the Institute.
- In cooperation with the Intellectual Property Group and the Commercialization Council, identification of R&D results suitable for commercialization and search for potential buyers of these results
- In cooperation with the Intellectual Property Group, ensuring the protection of the Institute's intellectual property
- Submitting to management proposals for changes to the Institute's internal standards related to commercialization and TT issues
- Coordination of training activities of the Institute's employees in the field of commercialization and TT
- Coordination of PR and marketing activities with the aim of commercialization

Tangible evidence of TTO's successful commercialization activities is the conclusion of several license agreements with commercial partners and the increase in royalty income, which is already in the hundreds of thousands of CZK per year. These revenues, which flow into the Commercialization Fund, are used to finance the industrial legal protection and commercialization of industrial property, as well as to remunerate and support scientists and, where appropriate, to finance the Institute's scientific research projects. As a result of TTO activities, 2 spin-off companies have been established and are in the process of preparation and approval by the Academy of Sciences.

A technology scouting system has recently been created to actively search for science and research results suitable for commercialization. The network of technology scouts covers all departments of the Institute, and their activities are as follows:

- Cooperation with TTO in the evaluation of R&D results in terms of their commercial potential and commercial exploitation.
- Participating in the commercialization of selected R&D results from a technical point of view
- Advising researchers in the field of TT in the Science and Research Department
- Evaluation of research project plans in terms of the applicability of their results in practice

- Monitoring the implementation of research projects, including possible applications of their results in other fields
- Deepening knowledge of the market and its needs

5.3 Technology Transfer Office (TTO)

A Technology Transfer Office (TTO)⁷³ has been established with effect from July 2020 to collaborate with the Intellectual Property Group to ensure the protection and management of intellectual property within the Institute and, in collaboration with the Commercialization Council, to identify R&D results suitable for commercialization and to identify potential customers for these results.

TTO ensures the technology transfer (TT) process and its further development. It also coordinates training activities for the Institute's staff in the field of commercialization and TT, coordination of PR and marketing activities with the work of commercialization and TT development, fundraising in the field of TT development and support of commercialization tools and finally, it focuses on the preparation, management, and administration of projects in the field of TT development and support of commercialization tools.

The Commercialization Fund will be primarily used to finance projects for further development (Pre-seed project) and verification of commercial exploitation of intellectual property (Proof-of-concept projects) or other forms of commercialization (e.g. establishment of Spin-off companies, etc.)

5.4 Future steps

In the future, part of the agenda of the Intellectual Property Group should be taken over by the Commercialization Board, a body composed not only of Institute staff but also of representatives of the commercial sector, whose remit will be to assess the commercial potential and how to commercialize particularly significant results of science and research. This group of at least seven members will evaluate the refined commercial potential of the R&D results translated by the IP Group; it will also implement the continuation and termination of projects, verify the commercial potential of new knowledge submitted by the TTO Group, evaluate the results of the commercialization project, approve of proposals for updating the internal standards of the Institute, approve of the annual reports of the TTO Group. Both the IP Group and the Commercialization Board are advisory bodies to the Director and make recommendations. The decision is always up to the statutory body (Director). This body should also play a key role in the selection of proof-of-concept projects under the GAMA 2 program⁷⁴ of the Technology Agency of the Czech Republic, in which the Institute intends to participate in the future.

Further measures to improve the Institute's IP protection system and support technology transfer include the following activities in the future:

- Continuation of the system of training of scientific staff in the field of IP protection and TT
- Strengthening of the Technology Transfer Office team, especially in legal support for TT
- Development of a practical guide for scientists on IP and TT protection issues

⁷³ HIPC (2020): Směrnice SM-31 Zřízení Centra transferu technologií a Rady komercializace (Directive SM-31 Establishment of the Technology Transfer Center and Commercialization Council), Praha: HIPC, 6 pages, available at: https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1065

⁷⁴ GAMA 2 Programme – SP 2. *Technology Transfer of the Academy of Sciences [online]*, © 2022, [cit. 2022-08-18], available at: <https://www.tacr.cz/en/gama-2-programme-sp-2/>

- Increasing the Institute's PR activities with a focus on the commercial sphere, including participation in trade fairs and exhibitions and organization of its own workshops and seminars
- Continued close cooperation with the Centre for Technology Transfer of the Academy of Sciences (CeTTAV)⁷⁵ and other associations and institutes in the field of TT (see e.g. cooperation with TRANSFERA)⁷⁶

Use of other tools to raise the visibility of the technologies and knowledge offered by the Institute, including national and international databases.

What to do at one glance

- Intellectual property (IP) at HIPC refers to all the products of staff and student research
 - a) work covered by patent law
 - b) work covered by copyright law
- The Technology Transfer Office - The inventor (originator) of a potential invention shall contact the Technology Transfer Office to inquire about the discovery's potential for commercialization. Contact person: Mr

⁷⁵ CETTAV –Transfer portal CAS [online], © 2022, [cit. 2022-08-18], available at: <https://techtransfer.cas.cz/en/>

⁷⁶ Transfera.cz, © 2022, [cit. 2022-08-18], available at: <https://www.transfera.cz/en/>

6 Dissemination and Communication of science

6.1 Dissemination of research results

The HIPC has a very liberal policy toward the dissemination of research results, e.g. publishing of scientific papers, contributions to conferences and workshops, presentations in other scientific institutions etc. It is the responsibility of each author to select the best and most appropriate form of presenting the scientific results respecting the principles of scientific work by taking adequate care of their sensitivity, with respect to IP protection (*vide supra*), and ethical issues. The researchers are expected to follow good research practices and respect basic moral principles with high integrity and honesty, as given by the Code of Ethics⁷⁷. The guidance on the Authorship of scientific publications, which applies also to the other dissemination activities, is provided by a HIPC internal document⁷⁸. In particular, it is expected that authorship or co-authorship is given to all, who contributed in any substantial way to the result that is subject of dissemination, and that acknowledgement is given to contributions of predecessors by properly citing their work. The HIPC researchers are also obliged to respect the principles of Open science⁷⁹, FAIR (Findable, Accessible, Interoperable, Reusable) data, and in particular, preserve the primary data and documentation of all substantial published results.

Proper quotation of Affiliation, i.e., the place where an author conducted the research which is reported, is an important issue related to research integrity and ethics of scientific work. Authors of research papers must keep an important distinction in mind that affiliation is not the same thing as a mailing address. The former names the institution at which the work in question was carried out whereas the latter simply supplies the current contact details of the author. At HIPC no formal regulation exists. However, researchers/authors are reminded that it is obligatory (mandatory) to publish the HIPC affiliation always if the scientific research was carried out at the HIPC. This holds true also when it was done at HIPC only partially, or in cases where the publication is finalized after the author moved to another affiliation. If the paper is based on the work performed at HIPC, it constitutes the affiliation and remains unchanged even after the leave. A similar applies if a HIPC researcher is on temporary leave to another scientific institution, or has an additional affiliation with another entity. In these cases, both addresses shall be presented. This applies also to PhD students carrying out their work at HIPC.

6.2 Communication of science and research results to the broader public

HIPC has a long tradition in systematically promoting its results and in participating in a number of activities that present science and research to the general public exceeding one hundred a year. Many scientists and doctoral students participate in systemic dissemination activities. Communication of science and research results to the broader public is regulated by the methodology of scientific results⁸⁰.

⁷⁷ HIPC (2020): Code of Ethics for Employees of Scientific Departments of J. Heyrovsky Institute of Physical Chemistry of the Czech Academy of Sciences, Praha: HIPC , 4 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/4191586031760659.pdf

⁷⁸ HIPC: Guidance on Authorship in Scientific Publications for Researchers of the J. Heyrovský Institute of Physical Chemistry of the CAS, Praha: HIPC , 4 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/4640380998824673.pdf

⁷⁹ Cebecauer, M. (2021): Introduction to Open Science and FAIR data policies, Praha: HIPC , 22 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/8665516168995042.pdf

⁸⁰ HIPC (2020): Methodology for Promotion of Scientific Results (Metodika propagace vědeckých výsledků), Praha: HIPC , 9 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/1046640698993534.pdf

6.3 Communication of science and research results in digital media

Digitalization has had a significant impact on the production and communication of knowledge that is already primarily published online. The coronavirus pandemic has reinforced the trend where new scientific articles are published mainly in the form of preprints.

Methodology about communication of science at HIPC⁸¹ deals with media types that work in the Web 2.0 environment, which allow not only reading but also modification of content and active involvement of users in its creation.⁸² New media formats such as Twitter also sometimes deliver new information earlier than traditional media formats. In many ways, Twitter complements or even directly replaces the role of traditional information agencies such as Reuters (or, in the Czech environment, CTK). Academic institutions in the Czech Republic (or in any country where English is not the predominant language) often must deal with the question of whether to conduct twitter communication in English in addition to their mother tongue, which has already established itself as a lingua franca, especially in the scientific environment, and practically every important international conference or scientific result is presented in English. Communication in English is essential for academic institutions if they want to internationalize, disseminate their results, or encourage foreign staff and students to study or work within them.

As HIPC and its researchers show increased presence in the media, a dedicated person is available to provide support and guidance or help with the preparation of press releases or communication with journalists. Contact person: Mrs

What to do at one glance

- Read the Guidance on the authorship of scientific publications at HIPC and the Code of Ethics of employees of scientific departments
- Always use the HIPC affiliation if complaint with the above-mentioned principles
- Communication in digital media - Twitter is recommended at HIPC by departments or working groups due to its outreach abroad.
- Contact person for publishing news in the media (HIPC official site): Mrs

● Annex:

Annex No. 1: Model agreement

⁸¹ Sciencecom Agency s.r.o. (2021): Metodika komunikace výsledků vědy a výzkumu v digitálních médiích se zaměřením na účely (Methodology of communication of science and research results in digital media with a focus on purposes) Praha: HIPC, 112 pages, available at: https://intranet.jh-inst.cas.cz/data/jh_documents/file/9109904516453599.pdf

⁸² A new communication strategy is being prepared and will be available in the HR Award documents on the Intranet: https://intranet.jh-inst.cas.cz/jh_documents.html?search=§ion=170

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