



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education



MINISTRY OF EDUCATION,  
YOUTH AND SPORTS

CAPACITY DEVELOPMENT OF ÚFCH JH, V.V.I. FOR RESEARCH AND DEVELOPMENT  
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# INTERNATIONAL COOPERATION AT HIPC

presenting a document which provides guidance on steps to be taken by HIPC staff when dealing with the various aspects of external affairs related to scientific work and science policy

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# How to ensure a smooth digital meeting

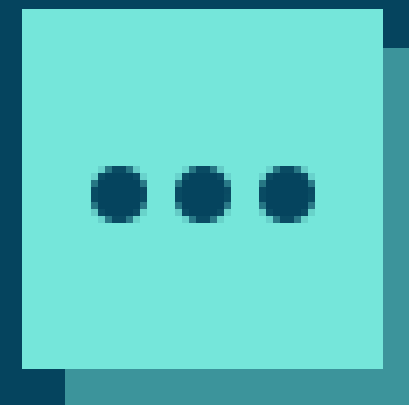
- PLEASE KEEP YOUR MICROPHONE MUTED AND YOUR CAMERA OFF WHEN NOT SPEAKING
- You may use the "Chat" facility to ask any questions that are not part of the normal deliberations of the Meeting. The Chat panel opens by clicking the button at the bottom of your screen
- If you disconnect, you can reconnect with the same login information
- For any problem you may face please do not hesitate to contact me: [kristyna.lyzbicka@jh-inst.cas.cz](mailto:kristyna.lyzbicka@jh-inst.cas.cz)



Yes



No



More



# STRATEGY FOR INTERNATIONAL COOPERATION

## in research and development at the HIPC

- The strategy helps to leverage the HIPC's scientific performance and its better integration into the European research and innovation area (ERA) by increasing the scientific level and capacities of HIPC through collaborative research with leading institutions in Europe and globally
- The international mobility of HIPC staff will enhance skills by exchanging experiences and sharing best practices in science, projects and data management.





## SELECTED TOPIC

- Business trips, scientific exchanges, and training (Certificate A1)
  - Working stays abroad (Foreign employees and short- or long-term foreign visitors at HIPC)
  - Foreign interference – communication with third countries (Possible warning signs)
  - The grant schemes
  - Intellectual property and technology transfer at HIPC
  - Dissemination and Communication of science

## BUSINESS TRIPS, SCIENTIFIC EXCHANGES, AND TRAINING

- Labour code No 262/2006 Coll. ("Zákoník práce")
- SM-03 guideline
- approved a business trip by the Head of the department
- administration of the trip by: Mrs Kaimová (+420 26605 2013; jitka.kaimova@jh-inst.cas.cz, room 117)
- submit a request for a business trip via the intranet or OKbase before starting a trip
- to get the amount of subsistence allowance: Mrs Nádvorníková (+420 26605 3306; renata.nadvornikova@jh-inst.cas.cz; cash office room 131)
- take outrange travel insurance before the trip start
- apply for the A1 certificate well ahead before of the trip, and contact in Personnel and Payroll Office: Mrs Semerádová (+420 26605 3315; stanislava.semeradova@jh-inst.cas.cz, room 116)
- and submit the required documents at least 4 weeks before the departure

# CERTIFICATE A1

- approve 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.
- issue certificate A1 for the single travel to the EU country valid for the period of two years
- identify the countries you plan to travel to
- the time limit for processing is 30 days
- Source: <https://www.cssz.cz/web/cz/podani-zadosti-o-urceni-prislusnosti-883-2004-987-2009>

Číselník PSSZ | Nápověda | Zavřít formulář

### Společná žádost zaměstnance a zaměstnavatele o vystavení potvrzení o příslušnosti k právním předpisům sociálního zabezpečení

Tato žádost slouží pro účely určení příslušnosti k právním předpisům sociálního zabezpečení v souladu s nařízením (ES) č. 883/04 a jeho prováděcím nařízením č. 987/09, nařízením (EHS) č. 1408/71 a jeho prováděcím nařízením č. 574/72 a mezinárodními smlouvami o sociálním zabezpečení, které Česká republika uzavřela.

Kód OSSZ  Místně příslušná OSSZ/PSSZ/MSSZ Brno

Žádost podává zaměstnavatel  Žádost podává zaměstnanec

Žádám o vystavení potvrzení o příslušnosti k právním předpisům sociálního zabezpečení z důvodu výkonu výdělečné činnosti v době od  do  na území  EU/EHP/Švýcarska  státu/ů, se kterým/i ČR uzavřela mezinárodní smlouvu/y o sociálním zabezpečení

Na základě níže uvedených údajů žádám o posouzení své situace dle příslušného článku platných koordinačních nařízení nebo mezinárodní smlouvy o sociálním zabezpečení jako  vysílání  souběh činností  výjimka  jiná situace

#### A. Základní identifikace žadatele

Příjmení  Jméno  Titul  Rodné číslo

Rodné příjmení  Dřívější příjmení

Rodné jméno  Státní příslušnost  Datum narození

Pohlaví  žena  muž  neznámé

Místo narození  Region narození  Stát narození

#### ADRESA BYDLIŠTĚ – NEMUSÍ SE SHODOVAT S ADRESOU TRVALÉHO POBYTU (viz informace v pokynech k vyplňování)

Název budovy  Ulice  Číslo popisné  Obec

Region  PSČ  Stát

Telefon  Datová schránka  E-mail

Zdravotní pojišťovna v ČR

#### B. Kontaktní adresa (pokud se liší od adresy bydliště)

Název budovy  Ulice  Číslo popisné  Obec

Region  PSČ  Stát





## WORKING STAYS ABROAD

- 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 a 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.
- Ministry of Foreign Affairs: <https://drozd.mzv.cz/>.

# FOREIGN EMPLOYEES AND SHORT- OR LONG-TERM FOREIGN VISITORS AT HIPC

- 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 ([https://intranet.jh-inst.cas.cz/jh\\_documents.html?doc=1159](https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1159))
- in touch with the EURAXESS office in Prague
- 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
- handbook called Opportunities for Work-life balance



The screenshot shows the EURAXESS website homepage. At the top, there is the European Commission logo and the text 'European Commission | EURAXESS | Information & Assistance'. Below this is the main navigation menu with categories: HOME, JOBS & FUNDING, CAREER DEVELOPMENT, PARTNERING, INFORMATION & ASSISTANCE (highlighted), NATIONAL PORTALS, EURAXESS WORLDWIDE, and LOGIN / REGISTER. The main banner features a photo of a man and a woman looking at a laptop, with the text 'Looking for PERSONALISED ASSISTANCE?'. Below the banner, there is a section titled 'Settling in, working or leaving a European country?' with a subtext: 'EURAXESS has 42 national portals with country-specific information, packed with practical advice on all matters concerning your professional and daily life, as well as career development, job, funding and hosting opportunities.' At the bottom of this section is a yellow button that says 'EXPLORE EURAXESS NATIONAL PORTALS'.



A magnifying glass is positioned over a map of Europe and the Middle East. The map shows various countries including Poland, Ukraine, Romania, Bulgaria, Greece, Turkey, Cyprus, Egypt, and Saudi Arabia. The Black Sea and Mediterranean Sea are also visible. The magnifying glass is held by a hand, and the focus is on the map's details.

# Working at HIPC

Required document 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



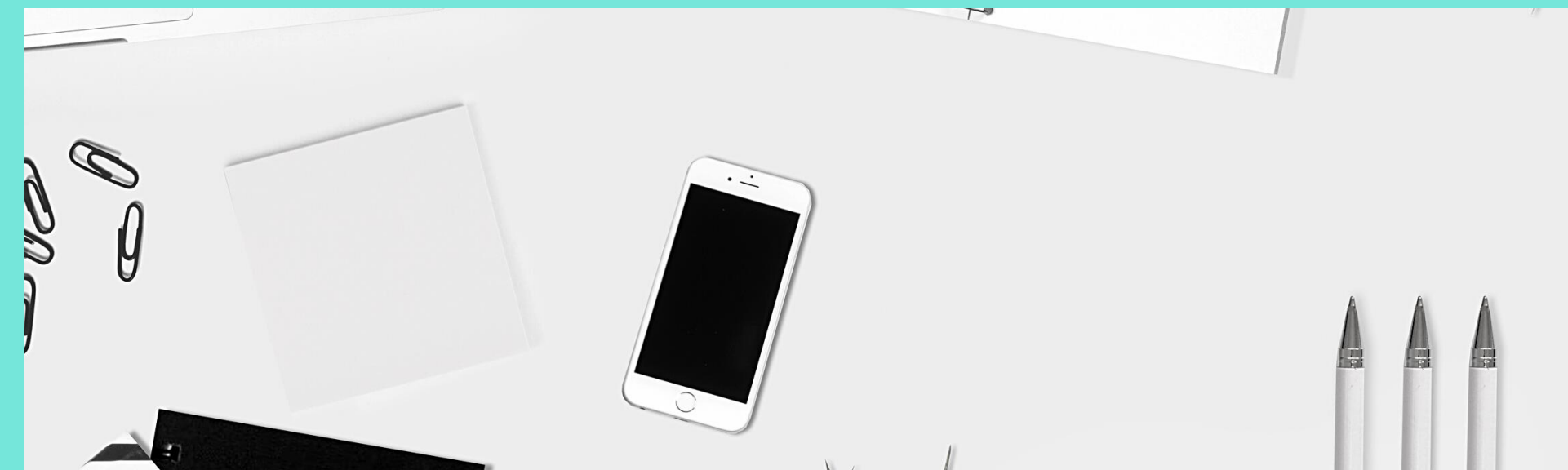


## MATERNITY / PATERNITY LEAVE

- 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
- 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>





## FOREIGN INTERFERENCE – COMMUNICATION WITH THIRD COUNTRIES

- Protecting the research and education sector and its values against the interference of foreign powers
- 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.
- More information at The National Office of Cyber and information security



## POSSIBLE WARNING SIGNS

- 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.
- 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 have

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## THE GRANT SCHEMES

- Secretary for Science publishes a new grant call in Intranet Evidence of Grants.
- The 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" (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.
- The 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.
- The Memorandum of Understanding should contain a description of each partner and identification of the lead partner with responsibility, contract objectives, effective date, IPR

# Quick overview – submission & approval of the grant project

J. Heyrovský Institute

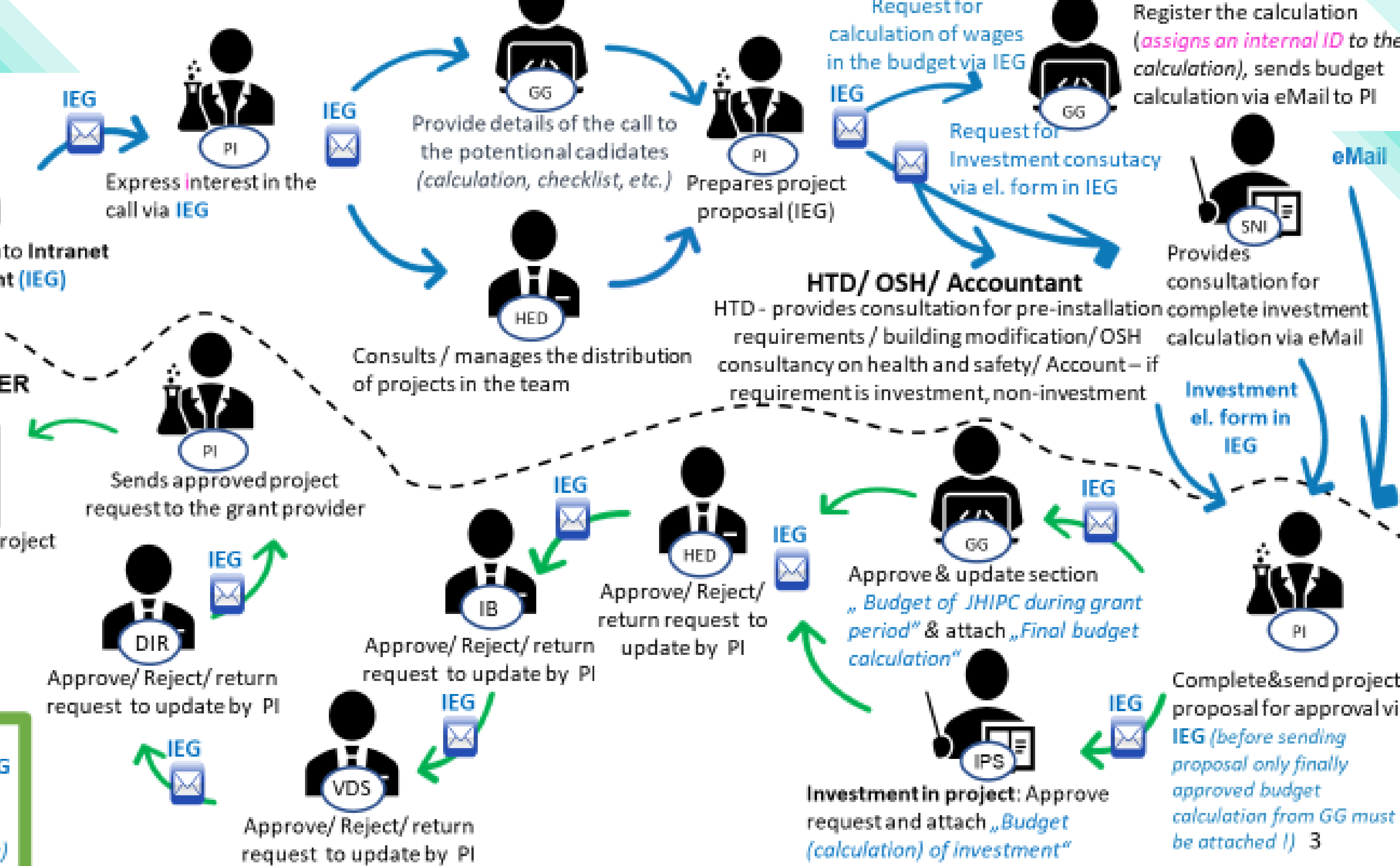
**START**  
New grant call for JHIPC

Enter new call into Intranet Evidence of grant (IEG)

Project proposal

Project approval

**FINISH**  
Enter results of the call into IEG  
(approved project in IEG = obtain internal number of approved project (číslo zakázky))



eMail

Investment el. form in IEG

**HTD/ OSH/ Accountant**

HTD - provides consultation for pre-installation requirements / building modification/ OSH consultancy on health and safety/ Account – if requirement is investment, non-investment

Approve & update section „Budget of JHIPC during grant period“ & attach „Final budget calculation“

Investment in project: Approve request and attach „Budget (calculation) of investment“

Complete & send project proposal for approval via IEG (before sending proposal only finally approved budget calculation from GG must be attached!) 3



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Portals providing information on mobilities and research grant programs:

- The Center for International Cooperation in Education (DZS)
- Eurodesk (Eurodesk Brussels Link)
- European Cooperation in Science and Technology (COST)
- Horizont Evropa



## INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER AT HIPC

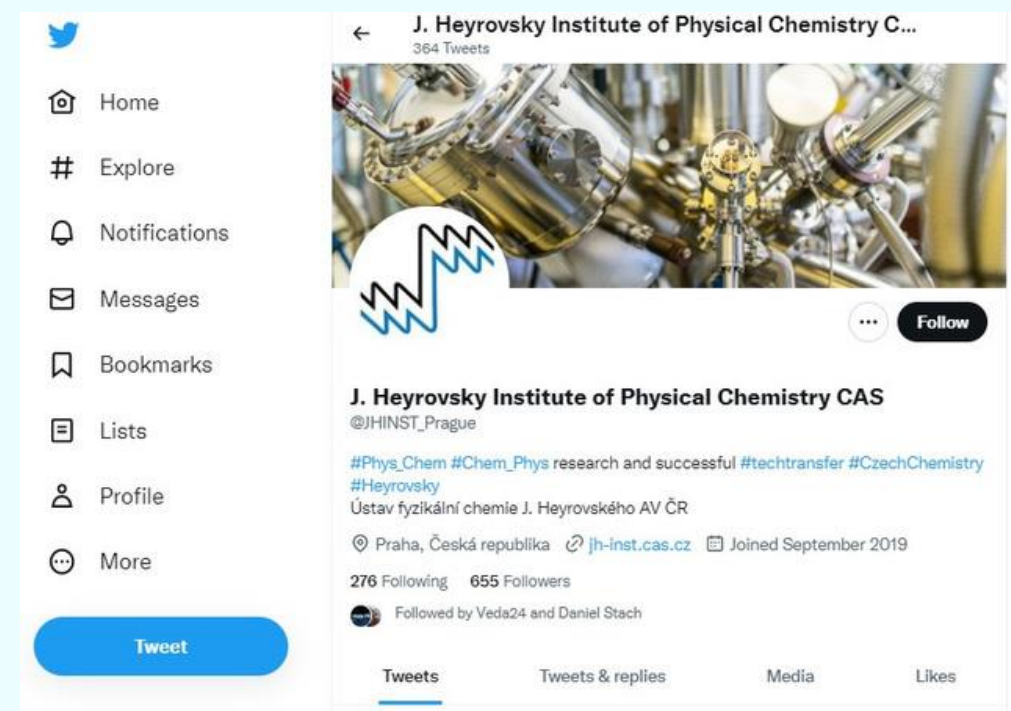
- Intellectual property (IP) at HIPC refers to all the products of staff and student research
  - a) work covered by patent law
  - b) work covered by copyright law

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
- 
- 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 Trnka, +420 26605 2007, [jiri.trnka@jh-inst.cas.cz](mailto:jiri.trnka@jh-inst.cas.cz), room 129

# DISSEMINATION AND COMMUNICATION OF SCIENCE

- 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 Macháčková, +420 26605 2008, mob. 739 058 416, miroslava.machackova@jh-inst.cas.cz, room 107 c





# WHERE TO FIND A INFORMATION

- <https://europa.eu/youreurope/business/human-resources/posted-workers/posting-staff-abroad/index.cs.htm>
- Vyslání pracovníci - Posted workers  
<https://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index.cs.htm>
- Practical guide on posting (Praktická příručka o vysílání pracovníků):  
<https://op.europa.eu/en/publication-detail/-/publication/8ac7320a-170f-11ea-8c1f-01aa75ed71a1>
- Short guide on the posting of workers (Krátká příručka týkající se vysílání pracovníků) <https://op.europa.eu/en/publication-detail/-/publication/bdfce566-1198-11ea-8c1f-01aa75ed71a1/language-en/format-PDF/source-search>
- ČSSZ - Determination of the country of insurance:  
<https://www.cssz.cz/web/cz/urceni-statu-pojisteni>

**THANK YOU**

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