

## **HUN-REN RESEARCH INSTITUTE OF EARTH PHYSICS AND SPACE SCIENCES ORGANISATIONAL AND OPERATING REGULATIONS**

### **CHAPTER I**

#### **THE LEGAL STATUS, ACTIVITIES AND OPERATION OF THE RESEARCH INSTITUTE**

##### **Section 1: Legal Status of the Research Institute**

1. The HUN-REN Institute of Earth and Space Sciences (hereinafter: HUN-REN FI or Research Institute) is a legal entity with special legal status within the HUN-REN Hungarian Research Network (hereinafter: HUN-REN), which carries out scientific research and innovation activities, is an organisational unit with independent legal personality, and is a non-profit research institution performing public tasks and acting as a research and knowledge broker.
2. Pursuant to the provisions of the HUN-REN Act, HUN-REN FI is the legal successor to the HUN-REN Institute of Earth Physics and Space Sciences, a budgetary body (registration number (PIR): 846079, date of establishment: 1 April 2021).
3. HUN-REN FI, which is part of the HUN-REN Hungarian Research Network, has its own founding charter, separate assets, a separate bank account and tax number, and operates as an organisation and with a budget distinct from HUN-REN; it is authorised to manage its finances within the framework determined by the Governing Board, in accordance with applicable legislation and internal regulations; It applies for grants in its own name, receives grant funding, enters into civil and other contracts, and disposes of the income derived therefrom in accordance with HUN-REN's internal regulations; the Director-General exercises employer's rights over HUN-REN FI employees.
4. HUN-REN FI, as a research institute with independent legal personality, is an organisational unit governed by the HUN-REN Act, the HUN-REN Deed of Foundation, the Research Institute's Deed of Foundation, the HUN-REN Rules of Organisation and Operation (hereinafter: HUN-REN ROO), these Organisational and Operational Rules (hereinafter: HUN-REN FI Rules), as well as the internal regulations of HUN-REN and other relevant legislation, and operates and performs its tasks in accordance with the organisational structure set out in its founding charter and the HUN-REN FI Rules.

##### **Section 2: The institutional history and legal predecessors of HUN-REN FI**

1. The Geophysical Research Laboratory, established by Resolution No. 1005/1955 (I.13.) of the Council of Ministers, and the Geodetic Research Laboratory, established by Instruction No. 3/1955. MTA (A.K.3.) of the President of the Hungarian Academy of Sciences, were established by the Hungarian Revolutionary Workers' and Peasants' Government pursuant to the authorisation contained in its Resolution No. 1004/1971. (II.16) of the Hungarian

Revolutionary Workers' and Peasants' Government, and in accordance with Instruction No. 4/1971. MTA-F. (A.K. 5) of the Secretary-General, the MTA Institute of Geodesy and Geophysics was established through the merger of the aforementioned institutions.

2. By Resolution No. 2.1.6 of the General Assembly of the Hungarian Academy of Sciences held in May 1997, the Research Institute became part of the MTA Earth Sciences Research Centre; its legal status remained unchanged.
3. By Resolution No. 28 of the General Assembly of the Hungarian Academy of Sciences on 4 May 2004, its name was changed to the MTA Institute of Geodesy and Geophysics.
4. Pursuant to the resolution of the extraordinary general meeting of the Hungarian Academy of Sciences (MTA) held in December 2011, the Research Institute became, by merger, an organisational unit of the MTA Centre for Astronomy and Earth Sciences (MTA CSFK) under the name Institute of Geodesy and Geophysics (together with the MTA Institute of Geography, the MTA Institute of Geochemistry and the MTA Miklós Konkoly Thege Institute of Astronomy). In 2019, the CSFK was transferred from the MTA to the management of the Secretariat of the Eötvös Loránd Research Network (hereinafter: ELKH Secretariat). Pursuant to Resolution No. 63/2020 (24 November 2020), the Institute of Geodesy and Geophysics is to be separated from the Research Centre for Astronomy and Earth Sciences and will continue its activities from 1 April 2021 as an independent central budgetary body, forming part of the ELKH.
5. From 1 April 2021, the Research Institute, as an independent legal entity and budgetary body, will operate as part of the Eötvös Loránd Research Network, under the Secretariat of the Eötvös Loránd Research Network, from 1 September 2023 as part of the Hungarian Research Network, under the Secretariat of the Hungarian Research Network, and then from 1 January 2024 under the management of the HUN-REN Centre in accordance with Section 9 of Act CXCV of 2011 on Public Finances (hereinafter: Áht.).
6. The legal predecessor of HUN-REN FI is the HUN-REN Institute of Earth Physics and Space Sciences, a budgetary body (registration number (PIR): 846079, date of establishment: 1 April 2021).
7. HUN-REN FI is an organisational unit of HUN-REN, a legal entity with special legal status and independent legal personality, which was registered by the Budapest Metropolitan Court on 27 October 2025, and whose entry in the national register of civil organisations, the decision becoming final and the tax number being obtained took place on 29 October 2025.

### **Section 3: Details of HUN-REN FI**

1. The basic details of HUN-REN FI are set out in the memorandum of association.
2. HUN-REN FI's main identification details:
  - a) HUN-REN FI statistical number: 19426206-7210-599-08
  - b) HUN-REN FI tax number: 19426206-2-08

- c) HUN-REN FI account-holding financial institution: Hungarian State Treasury
- d) HUN-REN FI bank account number: 10033001-00008119-01010018
- e) HUN-REN FI (court) registration number: 01-08-0000006
- f) Date of the Budapest Metropolitan Court's decision on the registration of HUN-REN FI: 27 October 2025 (date on which the decision became final: 29 October 2025)
- g) Date of current memorandum of association: 29 September 2025
- h) The current memorandum of association is Annex 7 to the memorandum of association of the HUN-REN Hungarian Research Network

3. Registered office of HUN-REN FI pursuant to Section 2.3 of its Articles of Association: 9400 Sopron, Csatka Endre utca 6-8.

4. Branch offices of HUN-REN FI as per Section 2.4 of its Articles of Association:

	Name of branch	Address of the branch
1.	Kövesligethy Radó Seismological Observatory	1112 Budapest, Meredek Street 18.
2.	Alomhegy Geodetic Measurement Tower	9400 Sopron, Alomhegy Street 1.
3.	István Széchenyi Geophysical Observatory	9493 Fertőboz, Erdősor 1.
4.	Sopronbánfalva Geodynamic Observatory	9400 Sopron, plot no. 7579
5.	Tihany Geophysical Observatory (main building)	8237 Tihany, 91 Kossuth Lajos Street
6.	Tihany Geophysical Observatory (geoelectromagnetic measuring station)	8237 Tihany, Cserhegy Street 1.

5. The Research Institute's official website: <https://epss.hun-ren.hu/>

6. The Research Institute's email address: [titkarsag@epss.hun-ren.hu](mailto:titkarsag@epss.hun-ren.hu)

#### Section 4: Activities of HUN-REN FI

1. HUN-REN FI – a research and knowledge transfer organisation as defined in Section 3(16a) of Act LXXVI of 2014 on scientific research, development and innovation (hereinafter: KFI Act) – which carries out its activities as a non-profit organisation performing a public service.
2. HUN-REN FI carries out its activities independently in accordance with the HUN-REN Act, the HUN-REN Memorandum of Association and the HUN-REN FI Memorandum of Association, with the HUN-REN Governing Body, the President of HUN-REN, the Chief Executive Officer and the Vice-President for Academic Affairs of HUN-REN participating in its scientific and administrative management as set out in the HUN-REN TV and HUN-REN's internal regulations. The legality and compliance of HUN-REN FI's financial management are monitored by the HUN-REN Supervisory Board, HUN-REN's central

organisational unit responsible for internal audit, and other organisations and authorities as required by law.

3. The Director-General is responsible for the management of HUN-REN FI. In accordance with the law and points 5.2(a) and (d) of the HUN-REN FI's founding charter, the Director-General is the head of HUN-REN authorised to manage and represent the organisation; his or her right of representation is general and independent.
4. HUN-REN FI carries out the tasks set out in the HUN-REN Act, the HUN-REN Articles of Association and the HUN-REN FI Articles of Association, in accordance with the objectives and mission defined in the HUN-REN Act, within the field of science and research specified in its Articles of Association.
5. The Research Institute's core activity – as set out in clause 4.1 of its founding charter – is the observation, study and with the aim of contributing to the development of the national economy and universal science, the management of natural resources, and the assessment of seismological, geodynamic, crustal structural, geomagnetic, lithospheric physics, atmospheric physics, space weather-related and other geophysical risks in the Carpathian-Pannonian region, as well as to mitigate the consequences thereof.
6. Within the scope of its core activities – in accordance with Section 4.2 of its founding charter – HUN-REN FI engages in the following scientific fields and research tasks:
  - a) in the field of Earth observation: the observation of physical and geochemical processes occurring across the entire surface of the planet and in the atmosphere, or reflected there, using space-based instruments, other remote sensing methods, and field and laboratory observations; the generation and interpretation of derived data, the numerical modelling of processes, and the development and maintenance of databases for monitoring natural and anthropogenic geological and landform-shaping processes in the Carpathian-Pannonian region, as well as for the development of tectonic and geo-energetic applications;
  - b) in the field of geodesy: the observation, geodynamic interpretation and modelling of the Earth's time-varying gravitational field and shape based on ground-based and satellite data, as well as observational time series, thereby supporting the definition and refinement of reference systems necessary for the observation of various terrestrial phenomena;
  - c) in the field of geomagnetism: the observation and modelling of the Earth's magnetic field and geomagnetic induction, with the aim of understanding the physical state and processes of the region extending from the Earth's core to the boundary of the magnetosphere; the maintenance and operation of research infrastructure related to this activity, in particular the operation of the geomagnetic measurement systems at the Széchenyi István Geophysical Observatory and the Tihany Geophysical Observatory; maintaining the national geomagnetic measurement network, carrying out specific on-site quantitative observations, and performing public duties relating to the provision of domestic and international geomagnetic data;
  - d) in the field of atmospheric physics: the study, quantitative characterisation and interpretation of the physical properties and chemical composition of planetary atmospheres, but primarily of the Earth's atmosphere, and of the changes associated with these; in connection with this activity, the operation of atmospheric physics and

meteorological measurement systems and the carrying out of observations at the research institute's observatories and remote measuring stations;

e) in the field of lithosphere physics: geochemical investigation of the lithosphere-asthenosphere and the bio-, hydro- and atmospheric systems, with particular regard to fluids and their role, primarily in the plate tectonic processes of the Carpathian-Pannonian region and in the global circulation of light elements (C, H, S, N, O), specifically their impact on climate change and stress conditions within the lithosphere;

f) in the field of seismology: the operation of the Hungarian National Seismological Network; research into the seismicity, structure and geodynamic processes of the Earth, and specifically the Carpathian-Pannonian region; and basic and applied research relating to earthquake hazard;

g) in the field of space research and space technology: the observation, modelling and interpretation of the processes of the Sun-Earth physical interaction and the state of the Earth's cosmic environment (space weather) using satellite and ground-based instruments, for the purpose of developing basic research, space weather and space technology applications.

7. Other tasks related to HUN-REN FI's core activities – as set out in Section 4.3 of its founding charter – include:

- a) providing public services;
- b) it builds databases;
- c) publishes scientific, professional and educational communications and issues such publications;
- d) it facilitates the widespread dissemination of scientific findings and carries out science communication tasks;
- e) cooperates with domestic research institutions and conducts joint research with them; maintains and establishes relations with scientific institutions in other countries and with international scientific societies; promotes the presence of Hungarian research falling within the scope of its core activities in international scientific life;
- f) organises domestic and international scientific programmes and conferences;
- g) promotes and facilitates the social and economic application of the results of scientific research;
- h) in cooperation with higher education institutions, participates in teaching activities and carries out joint research, training and further training tasks;
- i) provides research opportunities within the framework of domestic and international cooperation;
- j) develops instruments and equipment necessary for the performance of its tasks;
- k) sells instruments and data to support its core activities;
- l) operates a specialist library;
- m) offers domestic and international services related to its research;
- n) facilitates the development of international scientific relations;
- o) registers the properties in its use and carries out their operational and maintenance tasks;
- p) operates and maintains research infrastructure, and procures research equipment and materials.

8. The classification of the Research Institute's activities under TEÁOR'25, in accordance with Section 4.4 of the HUN-REN FI's founding charter:

	<b>TEÁOR number</b>	<b>Description of main activity</b>
	7210	Scientific and technical research, experimental development

	<b>TEÁOR code</b>	<b>Description of other activities</b>
1.	0910	Crude oil and natural gas extraction services
2.	0990	Other mining services
3.	1812	Printing (excluding: daily newspapers)
4.	1813	Pre-press activities
5.	1820	Other reproduction
6.	2551	Metal surface treatment, machining
7.	2553	Metal machining
8.	2563	Toolmaking
9.	2611	Manufacture of electronic components
10.	2612	Manufacture of electronic circuit boards
11.	2630	Manufacture of telecommunications equipment
12.	2651	Manufacture of measuring instruments
13.	2670	Manufacture of optical instruments, magnetic and optical data storage media, and photographic equipment
14.	2711	Manufacture of electric motors and generators
15.	2712	Manufacture of power distribution and control equipment
16.	2790	Manufacture of other electrical equipment
17.	3031	Manufacture of civil aircraft and spacecraft
18.	3299	Other manufacturing activities n.e.c.
19.	3313	Repair and maintenance of electronic and optical equipment
20.	3316	Repair and maintenance of civil aircraft and spacecraft
21.	4712	Miscellaneous retail trade in industrial goods
22.	4761	Book retail
23.	4769	Retail sale of cultural and leisure goods n.e.c.
24.	5510	Hotel services
25.	5520	Holiday and other short-stay accommodation services
26.	5530	Camping services
27.	5590	Other accommodation services
28.	5811	Book publishing
29.	5813	Publication of journals and periodicals
30.	5819	Other publishing activities (excluding: software publishing)
31.	5911	Production of films, videos and television programmes
32.	5912	Post-production of films, videos and television programmes
33.	5920	Sound recording and publishing
34.	6010	Radio broadcasting, distribution of audio content
35.	6039	Other content distribution activities
36.	6210	Computer programming
37.	6220	IT consultancy and operation of computer equipment and systems
38.	6290	Other information technology services
39.	6310	IT infrastructure, data processing, hosting and related services

40	6820	Letting and management of owned and leased property
41	7112	Engineering activities, technical consultancy
42.	7120	Technical testing and analysis
43	7330	PR activities
44	7412	Graphic design, visual communication
45.	7420	Photography
46	7430	Translation, interpreting
47.	7499	Other professional, scientific and technical activities n.e.c.
48.	7739	Rental of other machinery and equipment
49	7740	Leasing of intangible assets, excluding assets subject to copyright royalties
50	7820	Temporary employment services, other human resources provision and management
51	8210	Administrative and business support services
52	8230	Organisation of conferences and trade shows
53	8422	National defence
54.	8424	Public safety, public order
55	8559	Other education
56	9111	Library activities
57	9112	Archival activities
58.	9121	Museum and collection activities
59.	9122	Historical site and monument activities
60	9130	Activities supporting the preservation and restoration of cultural heritage
61	9311	Operation of sports facilities
62	9329	Entertainment and leisure activities n.e.c.
63	9510	Repair and maintenance of computers and communication equipment

9. HUN-REN FI participates autonomously in the performance of HUN-REN's public duties within the framework set out in its founding charter.
10. HUN-REN FI may provide public services related to its research activities, in particular in the following areas and activities
- Hungarian National Seismological Network;
  - space weather observation and forecasting;
  - geomagnetic monitoring;
  - satellite and observatory Earth observation;
  - atmospheric physics monitoring;
  - Operation of Integrated Geodynamic Stations in the Carpathian Basin.
11. HUN-REN FI may, in accordance with the relevant legislation, the HUN-REN Articles of Association, the HUN-REN FI Articles of Association and the provisions of HUN-REN's internal regulations, utilise its existing scientific research capacities and infrastructure for commercial activities.
12. HUN-REN FI shall prepare an annual business plan and budget for its management, and an annual report on their implementation, which shall be adopted by the HUN-REN Governing

Body upon the proposal of the President of HUN-REN, taking into account the opinion of the HUN-REN Supervisory Board.

### **5.§ The financial management of HUN-REN FI**

1. HUN-REN FI shall manage the funds, other assets, its own property or assets entrusted to it independently in accordance with the provisions of the HUN-REN Act, the KFI Act and internal regulations, without prejudice to the requirement of responsible management.
2. HUN-REN FI has independent assets and may use its assets exclusively for the performance of activities related to its public duties as defined in Section 1(2) of the HUN-REN Act. In doing so, HUN-REN FI may carry out economic activities in accordance with the principle of a private market investor, provided that this does not jeopardise the performance of its public duties. It may not distribute the profits arising from its economic activities; it may use them exclusively in connection with its public duties. It shall keep separate accounts for the costs and revenues of these economic activities.
3. Pursuant to HUN-REN's founding charter, the HUN-REN Governing Body shall decide on the establishment, reorganisation, dissolution or sale of a business entity, other organisation or legal person with the participation of HUN-REN FI, provided that, in the business entity, other organisation or legal entity, the combined capital contribution of HUN-REN FI, or of HUN-REN and HUN-REN FI, exceeds HUF 250,000,000. The Director-General shall be obliged to submit a proposal to this effect to the Chair of HUN-REN, who shall request a decision from the HUN-REN Governing Board. In other respects, the HUN-REN Governing Board may, pursuant to the HUN-REN Act, lay down further rules concerning the asset management of HUN-REN FI.

### **Section 6: Rules relating to assets**

1. Pursuant to the HUN-REN Act, the assets of HUN-REN FI, over which it also exercises ownership rights, comprise all movable and immovable assets, as well as rights of pecuniary value (including rights relating to intellectual works, ownership rights in enterprises, and other rights) (hereinafter: own assets), which were transferred to HUN-REN FI from its legal predecessor on 29 October 2025 by way of universal succession pursuant to the provisions of the HUN-REN Act, or to which it is entitled.
2. Assets and rights of pecuniary value acquired by HUN-REN FI as property, either for consideration or free of charge, after 29 October 2025, (including rights relating to intellectual property), as well as shares held in operating and other enterprises that do not fall within the scope of state ownership, shall also form part of HUN-REN FI's own assets.
3. Unless otherwise provided by law, the ownership rights over state-owned assets managed or used by HUN-REN FI are exercised by Magyar Nemzeti Vagyonkezelő Zrt. or the body or organisation designated for that purpose.
4. The use of movable and immovable property owned by the Hungarian Academy of Sciences (MTA) and the conditions for the disposal of such assets shall be governed by the provisions

of the bilateral – or, where the contract had multiple contracting parties, multilateral – agreements in force between HUN-REN FI and the MTA.

5. In addition to the provisions of points 3 and 4, all assets which HUN-REN FI acquires – in accordance with the provisions of the HUN-REN Act and in order to fulfil the conditions set out therein, and, where necessary, in accordance with the rules laid down in the resolutions of the HUN-REN Governing Body – uses or manages on a temporary basis pursuant to an agreement concluded with a third party. The use of these assets shall be governed by the provisions set out in the relevant contracts.
6. In accordance with the provisions of the HUN-REN Act, HUN-REN FI may use its assets, including its real estate assets, as well as the properties designated in its memorandum of association as its registered office or business premises, for the purpose of carrying out the activities specified in the memorandum of association.

### **Section 7: Provisions relating to employment**

1. The President of HUN-REN exercises the employer's rights over the Director-General of the Research Institute.
2. The salary and other allowances of the Director-General of the Research Institute must be provided for and secured in the Research Institute's business plan and budget; furthermore, all reporting, declaration, payroll and other administrative obligations relating to the Director-General's employment shall be borne by the Research Institute.
3. The Director-General shall exercise the employer's rights over HUN-REN FI employees.
4. HUN-REN FI shall exercise all employer's rights relating to the employment of HUN-REN FI employees and fulfil all obligations, including the payment of all sums arising from the employment relationship, and the fulfilment of statutory record-keeping, reporting and data provision obligations to the authorities.
5. HUN-REN FI shall participate in any legal disputes, litigious or non-litigious proceedings, and is also responsible for fulfilling and facilitating the legal consequences arising from or related to such proceedings, and is entitled to enforce the rights and claims arising from such proceedings, provided that it also arranges for its own legal representation. The provisions of this clause shall apply regardless of whether HUN-REN's standing or participation in the legal dispute is necessary or expedient for any reason. HUN-REN and the Research Institute may deviate from the provisions of this clause if expressly provided otherwise in a separate agreement.
6. The Director-General of HUN-REN FI shall be obliged to inform the Chief Executive Officer of HUN-REN immediately and on an ongoing basis of any litigation or non-litigation proceedings relating to labour matters in which the Research Institute is involved and which may substantially damage the reputation of HUN-REN or HUN-REN FI, endanger it, or attract significant media attention.

7. The Director-General of HUN-REN FI may delegate certain employer's rights – subject to the exceptions set out in this clause – to other managers of the Research Institute, provided that the Deputy Director-General, the heads of thematic clusters, the financial director, and the heads of independent organisational units and independent scientific research groups under the direct management and supervision of the Director-General, as well as employees under the direct management and supervision of the Director-General. In the case of heads of scientific research groups, the Director-General may delegate employer's rights to another manager of the Research Institute, with the exception of the establishment, amendment or termination of the employment relationship.
8. The Director-General shall issue written instructions regarding the rules for the delegation of specific employer's powers – taking into account the provisions set out in HUN-REN's internal regulations and in this chapter – which shall constitute Appendix 2 to the HUN-REN FI Organisational and Operational Regulations; in the event of any amendments, the Director-General shall forward these to the Chief Executive Officer of HUN-REN for information.
9. The Director-General may, at any time, by means of an individual decision, revoke the delegated employer's powers in respect of a given employee, provided that he informs the employee concerned and the person who had previously exercised the employer's powers of his decision in writing in advance or – in cases of urgency ( ) – immediately afterwards.
10. The specific employer's powers delegated by the Director-General may not be further delegated.
11. The Director-General directly manages and supervises the Deputy Director-General, the cluster heads, the financial manager and, unless otherwise provided for in the HUN-REN FI Organisational and Operational Regulations, the head of an independent organisational unit under the Director-General's direct management and supervision, or the head of a research group operating as an independent organisational unit, as well as the employees. In addition, the Director General may – whilst informing the supervising line manager – decide on direct supervision in the case of any other employee, or may assign tasks directly to any other employee.
12. The Director General is obliged, in accordance with HUN-REN's internal regulations, to ensure that certain key roles or tasks are carried out at the Research Institute, in particular: tasks relating to the exploitation of research, tasks ensuring the application of state-of-the-art technologies, IT security officer duties, data protection liaison duties, research data management duties, grant and project management duties, , tasks related to the monitoring of public funding contracts, communication and public relations tasks, and tasks related to the establishment and operation of the internal control system.
13. At the Research Institute, newly created or vacant academic posts must be filled through a competitive selection process. The specific academic job categories covered by the competition system, the principles of the competition process, and the general requirements for filling academic posts are set out in HUN-REN's framework regulations on competition and employment, whilst the detailed provisions are contained in the Research Institute's regulations on competition and employment. Exceptions may be made to the requirement

that certain academic posts be filled through a competitive selection process – as set out in HUN-REN’s recruitment regulations – provided that this is justified by the nature of the post or other objective circumstances. The framework regulations on recruitment may also allow the Director-General to decide on an exemption from the competitive selection process under certain objective circumstances, in which case he or she is obliged to inform the President of HUN-REN. Vacancies must be advertised simultaneously on the HUN-REN FI website and the HUN-REN website.

14. Further requirements relating to the employment relationship may be set out in HUN-REN’s framework employment regulations and the Research Institute’s employment regulations.

### **Section 8: Use of Names in Official and Public Contexts**

1. In all legal relationships and dealings of HUN-REN FI – whether official or unofficial – as well as in its public appearances, the names specified in point 2 must be used.
2. Employees of HUN-REN FI engaged in scientific activities shall refer to the Research Institute in their publications, scientific activities and public appearances as follows:
  - a, Name of the Institute: HUN-REN Institute of Earth Physics and Space Sciences; abbreviated name: HUN-REN FI
  - b, Name in a foreign language:
    - Name in English: HUN-REN Institute of Earth Physics and Space Science  
abbreviated English name: HUN-REN EPSS
    - German name: HUN-REN Institut für Physik der Erde und Weltraumwissenschaft
    - French name: HUN-REN Institut de Physique du Globe et de Science Spatiale
    - Russian name: HUN-REN Институт Физики Земли и Космической Науки
    - Chinese name: HUN-REN Institute of Geophysics and Space Science
3. Due to the international renown of the Kövesligethy Radó Seismological Observatory, staff members may also use the following affiliation:
  - a) for publications in Hungarian: Kövesligethy Radó Seismological Observatory, HUN-REN Institute of Earth Physics and Space Sciences, Budapest
  - aa) abbreviated: KRSZO, HUN-REN FI, Budapest
  - b) for English-language publications: Kövesligethy Radó Seismological Observatory, HUN-REN Institute of Earth Physics and Space Science, Budapest, Hungary
  - ba) abbreviated as: KRSO, HUN-REN EPSS, Budapest, Hungary
4. Due to the international reputation of the Tihany Geophysical Observatory, staff at the Tihany site may also use the following affiliation:
  - a) for publications in Hungarian: Tihany Geophysical Observatory, HUN-REN Institute of Earth Physics and Space Science, Tihany
  - aa) abbreviated: Tihany Geophysical Observatory, HUN-REN FI, Tihany
  - b) for English-language publications: Tihany Geophysical Observatory, HUN-REN Institute of Earth Physics and Space Science, Tihany, Hungary
  - ba) abbreviated: Tihany Geophysical Observatory, HUN-REN EPSS, Tihany, Hungary

5. Employees of the Research Institute engaged in scientific activities may also indicate in their publications the scientific institute, research group or scientific organisational unit in which they work.

## **CHAPTER II**

### **MAIN RULES GOVERNING THE MANAGEMENT, ORGANISATION AND BODIES OF THE RESEARCH INSTITUTE**

#### **THE DIRECTOR GENERAL AND OTHER MANAGERS OF THE RESEARCH INSTITUTE**

##### **Section 1: The Director-General**

1. The head of the Research Institute is the Director General.
2. The Director-General shall decide independently and on his own responsibility on matters relating to the activities and operation of HUN-REN FI. The Director-General shall represent the Research Institute in general and in full . In order to fulfil the objectives and mission set out in Sections 1(1) and (2) of the HUN-REN Act, the provisions of HUN-REN's founding charter, the Research Institute's founding charter, HUN-REN's Rules of Procedure and the Rules of Procedure of HUN-REN FI, as well as HUN-REN's internal regulations.
3. The Director-General's duties include, in particular:
  - 3.1 to oversee the development of the Research Institute's scientific strategy, research objectives and key thematic priorities, in line with the public task funding agreement (hereinafter: KFSZ), and makes proposals regarding the Research Institute's scientific fields for HUN-REN's network-level strategy and objectives, and ensures the implementation of all these;
  - 3.2 is responsible for ensuring and developing the conditions necessary for scientific research;
  - 3.3 facilitates the Research Institute's access to external funding through the strengthening of grant applications, industrial links and market activities;
  - 3.4 encourages the application of state-of-the-art technologies in line with the latest methodological and technological principles;
  - 3.5 facilitates the utilisation of the Research Institute's scientific research results, ensures the necessary conditions and the performance of related tasks, and – in accordance with the internal regulations of HUN-REN and the Research Institute – decides on the acceptance of the Research Institute's intellectual creations and the social or economic utilisation of its intellectual property, bearing in mind that the employer's rights and obligations relating to intellectual creations belong to the Research Institute pursuant to a decision by the President of HUN-REN;
  - 3.6 promotes the professional development of the Research Institute's researchers in accordance with the provisions of the HUN-REN researcher career model, and is

- responsible for the application and promotion of the researcher career model within the Research Institute;
- 3.7 is responsible for the annual setting of the Research Institute's commitments relating to KFSZ performance indicators and for facilitating their fulfilment, and participates in the KFSZ monitoring process;
  - 3.8 operates the performance measurement and evaluation system;
  - 3.9 develops and expands the Research Institute's international relations and collaborations; encourages and supports the participation of the Research Institute's research staff in international scientific projects, programmes, concludes international research and cooperation agreements on behalf of the Research Institute, and encourages and oversees the organisation of the Research Institute's own international events;
  - 3.10 encourages and decides on the Research Institute's participation in calls for proposals;
  - 3.11 coordinates the formulation of positions on scientific issues falling within the Research Institute's core activities;
  - 3.12 manages the Research Institute's participation in domestic scientific collaborations;
  - 3.13 promotes the importance of science and research, and is responsible for communication regarding the Research Institute's activities, in accordance with HUN-REN's internal regulations;
  - 3.14 ensures the provision of public services related to the Research Institute's research activities;
  - 3.15 is responsible for the financial management of the Research Institute – in accordance with legislation, the decisions of the HUN-REN Governing Board, and the internal regulations of HUN-REN and the Research Institute – and for the preparation of the Research Institute's business plan and budget (including, in detail, the allocation of resources, such as developments, staffing and wage management) – or for the preparation and implementation of amendments thereto, as well as for the preparation of the Research Institute's report and its content, and for the development of related internal regulations;
  - 3.16 exercises the right to enter into commitments and authorise expenditure, and decides in internal regulations on the delegation and procedure of these powers within the Research Institute;
  - 3.17 is responsible for the asset management of the Research Institute, ensures the protection of movable, immovable and intellectual property, exercises ownership rights in respect of the Research Institute's assets, and decides in internal regulations on the delegation of these powers;
  - 3.18 is responsible for the Research Institute's business activities, exercises ownership rights over business entities owned by the Research Institute, and may not delegate this right to any other manager of the Research Institute;
  - 3.19 ensures and monitors the proper functioning of the Research Institute in accordance with the provisions of legislation, the resolutions of the HUN-REN Governing Board, and the internal regulations of HUN-REN and the Research Institute; in this context, ensures the establishment and operation of the internal control system, and cooperates with the organisational unit responsible for HUN-REN's internal audit, the Supervisory Board and other authorities during their audits;
  - 3.20 is responsible for ensuring that the research institution fulfils the obligations set out in the Act on the Right to Self-Determination in Information and Freedom of Information;

- 3.21 is responsible for strengthening synergies between HUN-REN research institutions and for the introduction, operation and application of network-level systems, procedures, practices and tools that serve efficiency and cost-effectiveness in terms of the operation of the network as a whole;
  - 3.22 chairs the Management Meeting at the Research Institute and, taking into account the provisions of legislation, the resolutions of the HUN-REN Steering Committee and HUN-REN's internal regulations, decides on the establishment of other bodies and committees supporting the Research Institute's activities and ensures their operation;
  - 3.23 issues the Research Institute's internal regulations, taking into account the provisions of legislation, the decisions of the HUN-REN Governing Board and HUN-REN's internal regulations;
  - 3.24 is responsible for maintaining ongoing contact with HUN-REN's leadership and governing bodies; provides information on scientific and operational matters and cooperates with the President of HUN-REN, the Vice-Presidents for scientific fields and the Chief Executive Officer of HUN-REN;
  - 3.25 ensures the development of HUN-REN's objectives, mission, tasks and operations, and, for the purpose of monitoring its activities, fulfils data reporting requests made by the President and Chief Executive Officer of HUN-REN or by the central organisational units. Ensures the Research Institute's organisational units cooperate continuously with the President and Chief Executive Officer of HUN-REN and with HUN-REN's central organisational units, and that they follow the professional guidelines relating to operations;
  - 3.26 exercises the rights of ownership, founder, supervision and participation, in accordance with legislation or agreements, over the business entities falling under the ownership rights of HUN-REN FI, a right which may not be delegated to any other manager of HUN-REN FI;
  - 3.27 is responsible for all matters assigned to his or her remit by law, internal regulations, or the Chairman of HUN-REN in his capacity as employer.
4. In the event of any circumstances that may preclude the Director-General from performing his duties due to absence, incapacity or conflict of interest – unless otherwise provided for by law, HUN-REN's internal regulations, the HUN-REN FI SZMSZ, or a specific decision by the Director-General provide otherwise – the Deputy Director-General shall act as his or her substitute with full authority in all matters (both scientific and organisational management) and in representing the Research Institute. The Director General may also be deputised in certain matters, in accordance with his or her duties and powers, by the head of a thematic cluster or another senior manager of the Research Institute, in accordance with legislation, HUN-REN's internal regulations, the rules of the HUN-REN FI Internal Regulations, or a specific written decision by the Director General.
  5. The Director General may delegate his or her management powers, or part thereof – unless otherwise provided for by law, HUN-REN's internal regulations or the HUN-REN FI Rules of Procedure – to another manager of the Research Institute; however, this shall not affect the Director General's responsibility for the performance of the task.
  6. The Director-General may delegate his or her power of representation in writing, either generally or in specific cases, in accordance with the provisions of the HUN-REN FI Rules

of Procedure, specifying the scope of authority and the exact nature of the task to be performed.

## **2.§ Other senior managers of the Research Institute**

1. Other (organisational) managers of HUN-REN FI: the Deputy Director General, the Head of the Thematic Cluster, and the Financial Manager. It is the Director-General's decision to which posts to assign managerial positions in accordance with Section 208(2) of Act I of 2012 on the Labour Code (hereinafter: Mt.).
2. Within the HUN-REN FI organisation, the independent scientific organisational units (e.g. observatory, laboratory, station, network, etc.), as well as independent organisational units performing technical and operational functions that assist and support scientific work (e.g. department) (hereinafter: operational organisational units) are headed by a manager or coordinator.
3. Where relevant within the organisation, the head of scientific research groups operating as independent or non-independent organisational units shall be the research group leader.

## **Section 3 The Deputy Director-General**

1. The Deputy Director-General acts as the Director-General's general deputy in all matters (both scientific management and organisational management) and in representing the Research Institute.
2. In matters falling within his or her remit – unless the Director-General has issued a written instruction to the contrary – the Deputy Director-General represents the Research Institute before public authorities, other institutions, economic operators and private individuals. In these matters, he or she has the right to issue official documents. The Deputy Director-General shall keep the Director-General continuously informed of his or her actions.
3. In accordance with the provisions of the HUN-REN FI Organisational and Operational Rules, the Deputy Director-General may head and manage independent organisational units; over the employees of these organisational units, he or she may exercise employer's rights in accordance with the provisions of the HUN-REN FI Organisational and Operational Rules and Appendix 2 to the HUN-REN FI Organisational and Operational Rules.
4. In the performance of his or her duties, the Deputy Director-General shall cooperate on an ongoing basis with the heads of thematic clusters, the Chief Financial Officer and the heads of other independent organisational units.
5. The Deputy Director-General assists the Director-General in the performance of his duties, in particular in the coordination between organisational units, and coordinates activities and the effective performance of public duties in accordance with the HUN-REN Act. The detailed duties of the Deputy Director-General are set out in the Annex to the HUN-REN FI Rules of Procedure.

#### **Section 4: The Cluster Manager and the Financial Manager**

1. The Research Institute has managers responsible for scientific and operational areas. The following managers are employed at HUN-REN FI: subject area cluster manager, financial manager.
2. The thematic cluster manager and the financial manager – subject to the decision of the Director-General and unless otherwise provided for in the HUN-REN FI's Rules of Procedure – carry out their work under the direction and supervision of the Director-General. The thematic cluster manager and the financial manager may independently represent HUN-REN FI within the scope determined by the Director General.
3. The thematic cluster managers and the financial manager are required to cooperate with one another and with the Deputy Director-General on an ongoing basis, and to keep the Director-General informed.
4. The thematic cluster manager and the financial manager may exercise employer's rights over the managers and employees of the organisational units under their management and supervision in accordance with the provisions set out in the HUN-REN FI Organisational and Operational Regulations and Appendix 2 to the HUN-REN FI Organisational and Operational Regulations. The thematic cluster manager and the financial manager shall manage and supervise the work of the organisational units under their authority and their managers.
5. The role of the thematic cluster leader is, in line with the Research Institute's objectives and tasks, to plan and manage the cluster's strategy, priorities and research activities; to ensure research infrastructure and research effectiveness; to promote the utilisation of research results; to support researchers' career development and the professional development of staff; monitoring and evaluating performance, developing international relations, managing the resources entrusted to them in a lawful and cost-effective manner, and ensuring work discipline.
6. The Financial Manager is responsible for managing and supervising the financial and administrative activities of HUN-REN FI, in particular those relating to the planning, implementation, reporting, procurement, public procurement, bookkeeping, auditing, asset management, public service provision and business activities – in accordance with legislation and HUN-REN's internal regulations.
7. The Financial Manager – in accordance with legislation and HUN-REN's internal regulations – is responsible for defining and ensuring the conditions for effective and economical management within the limits of the Research Institute's resources. To this end, he/she shall propose measures to facilitate this and the issuance of the Director-General's internal regulations ( ), and shall take measures or call for measures to be taken within the Research Institute.
8. Unless otherwise provided for in the detailed rules concerning the management and organisational units of the Research Institute, as set out in the Annex to the HUN-REN FI

Rules of Procedure, the Financial Manager shall direct and supervise the Research Institute's tasks relating to legal and personnel matters.

9. With regard to the financial manager's rights and responsibilities not mentioned in the HUN-REN FI Rules of Procedure, the provisions of the relevant legislation shall apply.
10. The Deputy Director General may also direct and supervise the work of the Financial Manager, at the discretion of the Director General, in accordance with the detailed rules set out in the Annex to the HUN-REN FI Rules of Procedure. The Financial Manager shall act in accordance with the professional guidance of the manager responsible for HUN-REN's financial management tasks in matters affecting the HUN-REN network as a whole.
11. The financial manager, or an employee designated by him in writing, must countersign all documents, contracts, commitments, legal declarations, etc. (hereinafter: document), particularly where such documents relate to the bearing of costs for tasks not included in the Research Institute's approved plans, or to the transfer or sale of the Research Institute's tangible assets.
12. The employment of the Research Institute's staff, the amendment of employment contracts and the termination of employment are subject to the financial countersignature of the Financial Director.
13. The detailed duties and powers of the thematic cluster manager and the financial manager, as well as the rules applicable to the organisational units they manage and supervise, are set out in the Annex to the HUN-REN FI Organisational and Operational Regulations.

#### **Section 5: Head of the Director-General's Secretariat and Operations Department**

1. The Head of the Director-General's Secretariat and Operations Department (hereinafter: Head of Secretariat) shall carry out his or her duties under the direction and supervision of the Director-General.
2. The Head of the Director-General's Secretariat and Operations Department supports the Director-General in his or her work and contributes to ensuring the lawful, efficient and effective scientific and operational functioning of the Research Institute. Their duties include preparing the Director General's decisions, coordinating the Research Institute's administrative activities, carrying out tasks related to the operation of the Research Institute, monitoring the functioning of the Research Institute's bodies and security systems, facilitating communication within the Research Institute, supporting cooperation between the various organisational units as required, and coordinating the implementation of tasks entrusted to him by the Director-General. He assists with the application processes and is responsible for coordinating the information, data submissions and reports to be prepared for HUN-REN and other organisations.

## **Section 6: Heads of other organisational units**

The rules applicable to the heads of other scientific and operational organisational units operating within the Research Institute are set out in the Annex to the HUN-REN FI Rules of Procedure.

### **CHAPTER III**

## **PROFESSIONAL AND FUNCTIONAL RELATIONSHIPS AND MANAGEMENT**

### **Section 1: Liaison and cooperation**

1. As a general rule, the Director-General maintains relations with HUN-REN's managers, central organisational units, other research institutions, other institutions, authorities, business and other organisations, and partners (hereinafter collectively referred to as 'partners' for the purposes of this chapter) on behalf of and in the name of HUN-REN FI.
2. On behalf of and in the name of the Research Institute – as specified in the HUN-REN FI Organisational and Operational Regulations or on the basis of authorisation from the Director-General – the Deputy Director-General, the thematic cluster managers, the Financial Manager, as well as the heads of other independent organisational units and designated staff members. Should they consult with partners, they shall inform the Director-General and the Director-General's Secretariat thereof.
3. The Director-General shall ensure that the Research Institute's organisational units maintain continuous professional contact with HUN-REN's management and central organisational units, and that in the course of their activities they fully comply with operational guidelines, meet deadlines, fulfil data reporting requests, and participate actively and as valuable contributors in joint work during coordination meetings in the various professional fields, in order to promote best practice and the principle of networking.
4. The Director-General may lay down detailed rules governing the Research Institute's relations with partners, including – in accordance with HUN-REN's internal regulations – rules governing press and communications relations, in an internal regulation.

### **Section 2: The Research Institute's internal regulations**

1. The Director-General's internal regulations of the Research Institute are normative or specific provisions setting out the detailed rules governing the Research Institute's operations, internal processes, working procedures, consultation and procedural rules, as well as matters of procedure.
2. Internal regulations are issued by the Director-General, in particular for the purposes of financial management, finance, records management, and the performance of tasks prescribed in the internal regulations of HUN-REN. The head of any independent organisational unit may propose the issuance of an internal regulation by the Director-General by submitting the objective and a draft text.

3. Internal regulations may take the form of
  - a) a decision of the Director-General a regulation issued by the Director-General which, on the basis of the authorisation granted by a decision of the Governing Body and exclusively in accordance with the provisions thereof, contains an amendment or addition to the decision of the Governing Body;
  - b) a regulation, which is a regulatory or management instrument issued by the Director-General or the Director, establishing, inter alia, generally applicable, binding rules concerning the operation, activities, code of conduct or rules of procedure of HUN-REN FI, and which is binding on the entire staff or – depending on the subject matter of the regulation – on a specific group of organisations or individuals;
  - c) a guideline, which is a management tool issued by the Director-General or the Director, designed to facilitate the interpretation, uniform application and consistent or harmonised practical implementation of binding rules and institutional procedures;
  - d) an instruction, which is a regulatory act issued by the Director-General or the Director, constituting a specific measure or decision issued in a particular matter or on an ad hoc basis, directed at a specific person, organisational unit or the performance of a specific task or activity, particularly within the scope of the exercise of the employer's powers; and which applies to the performance of work, work organisation, the fulfilment of duties, management, the chain of command or other obligations arising from the employment relationship.
4. The internal regulations are binding on all organisational units and employees of HUN-REN FI, unless otherwise provided.
5. Rules binding on HUN-REN FI employees must be published on the Research Institute's internal website or employees must be informed of them by other customary means.

### **Section 3: Initiation of the Director-General's decision; procedure for the preparation of proposals**

1. The preparation of the relevant internal regulation or decision shall be the responsibility of the organisational unit competent in accordance with its tasks and powers, or the organisational unit designated by the Director-General. During the preparation process, the organisational unit shall consult with other organisational units, managers and professional staff affected in accordance with their respective duties and powers, and shall take into account any comments received when formulating the proposal. Proposals must be prepared in accordance with the provisions of legislation, HUN-REN's internal regulations and other relevant internal regulations currently in force.
2. The draft must be submitted for approval to the Director-General via the Director-General's Secretariat and the Operations Department, in accordance with the official procedure. If the proposal has economic, financial or resource management implications, the involvement of the Head of Finance is mandatory; if it involves direct payment, the Head of Finance's countersignature confirming the availability of funds is mandatory.
3. The Director General may delegate his decision-making and approval powers to another manager of the Research Institute in accordance with the provisions of the HUN-REN FI

Organisational and Operational Regulations. In such cases, the Director General must be informed of any measures taken within the delegated scope of authority.

## CHAPTER IV

### ORGANISATION OF THE RESEARCH INSTITUTE

#### Section 1. The organisational structure of HUN-REN FI

1. The organisational units of HUN-REN FI shall operate within the framework of the applicable legislation, the internal regulations of HUN-REN and the Research Institute, in accordance with the tasks and powers defined in the HUN-REN FI Rules of Procedure. The scientific organisational units shall carry out their research activities whilst respecting academic freedom.
2. The organisational structure of HUN-REN FI comprises clusters led by subject-area cluster leaders, as well as independent scientific organisational units (e.g. observatories, laboratory, etc.), as well as independent organisational units performing technical and operational functions that assist and support scientific work (e.g. department, secretariat, etc.) (i.e. operational organisational units). Scientific research groups operate within the scientific organisational units; these are not independent organisational units.
3. A scientific research group is a scientific and professional community established for the purpose of implementing a successful grant application, a specific research topic or programme; its members may be persons in an employment relationship with the Research Institute, as well as students, doctoral candidates, researchers holding a PhD, visiting researchers or other contributors participating in higher education on the basis of a separate agreement. Its operations are directed by the research group leader. The task of the research group is to carry out the relevant research activities effectively, including the preparation and implementation of research projects, participation in calls for proposals, the production of scientific publications and other research results and intellectual works, and the promotion and implementation of research utilisation. The research group may not make independent legal declarations or assume rights and obligations; legal declarations relating to its activities shall be made – depending on their nature – by the Director-General or, upon his decision, by another senior manager of the Research Institute. Members of the research group shall participate in the fulfilment of the research institute's objectives, mission and strategy, and shall strive for scientific excellence and results.
4. Ad hoc research groups or project groups (hereinafter referred to as 'project groups') may be established for the duration of successful domestic and international grant applications or funding, or for the implementation of other projects or initiatives. A project group is a research group established for a specific period of time to achieve research objectives set out in a domestic and/or international call for proposals, grant agreement, sponsorship agreement, agreement with a donor, or other agreement or initiative. The project group consists of persons meeting the conditions of the call for proposals and carries out its activities in accordance with the provisions of the call for proposals, the grant agreement and the institution's internal regulations, with particular regard to the fulfilment of professional and scientific tasks, the proper and economical use of the resources made

available to it, the protection of assets, and the fulfilment of administrative and reporting obligations related to research activities.

## **Section 2: Organisational units of HUN-REN FI**

1. The scientific organisational units (clusters) of HUN-REN FI, operating under the management and supervision of the Director-General:
  - a) Earth Physics Cluster
  - b) Geospace Science Cluster
2. The list of infrastructure units belonging to HUN-REN FI's thematic clusters, as well as its operational organisational units, is contained in the Annex to the HUN-REN FI Rules of Procedure.
3. The detailed tasks of the scientific and operational organisational units of HUN-REN FI, as well as the rules governing their management and supervision, and the detailed rules concerning their tasks and powers, are set out in the Annex to the HUN-REN FI Rules of Procedure, whilst the organisational chart is contained in Appendix 1 to the HUN-REN FI Rules of Procedure.

## **Section 3: General rules concerning the HUN-REN FI's governing bodies, committees and consultative forums**

1. The Director-General is assisted by bodies or committees with the power to give opinions and make recommendations on matters relating to the Research Institute's activities, operations and management. The establishment of bodies and committees may be prescribed by legislation or HUN-REN's internal regulations, or may be decided upon by the Director-General himself.
2. The opinions and recommendations of the bodies and committees are not binding on the Director-General, unless otherwise provided for by law.
3. The governing bodies and committees of HUN-REN FI include, in particular, the Management Meeting (abbreviated to VE), the HUN-REN FI Scientific Council (abbreviated to FITT), the Intellectual Property Committee, and other bodies and committees listed in the annex to the HUN-REN FI Rules of Procedure.
4. The Director-General or another senior manager of HUN-REN FI may convene consultations, working meetings or ad hoc committees for the purpose of preparing, discussing and implementing complex professional issues affecting multiple organisational units; furthermore, where regular meetings are justified, they may propose to the Director-General the establishment of a standing or ad hoc committee.

## **CHAPTER V**

### **INTERPRETATIVE PROVISIONS**

For the purposes of the HUN-REN FI Rules of Procedure

1. HUN-REN's internal regulations: the HUN-REN founding charter, the founding charter of the research institute, the HUN-REN organisational and operational regulations, the organisational and operational regulations of the research institute, the resolution of the HUN-REN Governing Board, and regulations issued by the President or Chief Executive Officer of HUN-REN.
2. The central organisational units are those professional and functional organisational units which operate under the direction, management and supervision of the President and the Chief Executive Officer, and which perform network-level professional, strategic, management, coordination, planning, financial, operational and support tasks in accordance with the HUN-REN Act, the HUN-REN Charter, the decisions of the Governing Board, and HUN-REN's internal regulations and other legislation, but are not research institutions with independent legal personality operating as organisational units under the HUN-REN Act.
3. The HUN-REN FI Rules of Procedure: refers to the main text, annex and appendices of the HUN-REN FI Rules of Procedure. The annex and appendices to the HUN-REN FI Rules of Procedure may not contain provisions that conflict with the main text of the HUN-REN FI Rules of Procedure. In the event of any conflict, the provisions of the main text of the HUN-REN FI SZMSZ shall prevail.

## **CHAPTER VI**

### **FINAL PROVISIONS**

1. Amendments to the HUN-REN FI Rules of Procedure shall be submitted by the President of HUN-REN to the HUN-REN Governing Body for approval, as necessary, following consultation with the Director-General. The Director-General may also initiate an amendment by submitting the proposed text to the President of HUN-REN.
2. Pursuant to Section 11(3) of the HUN-REN Act, the HUN-REN Governing Board authorises the Director-General of HUN-REN FI, with the written consent of the President and Chief Executive Officer of HUN-REN, to amend the HUN-REN FI Rules of Procedure as necessary – in order to ensure the efficiency of HUN-REN FI's operations and management, and to ensure organisational suitability for new tasks and challenges – to amend the annexes and/or appendices to the HUN-REN FI Rules of Procedure as necessary. Such amendments to the annexes and appendices of the HUN-REN FI Rules of Procedure shall be issued by the Director-General in the form of a resolution. The powers delegated to the Director-General do not affect the Governing Body's right to amend the annexes or appendices to the HUN-REN FI Rules of Procedure itself by means of a resolution, by temporarily reclaiming those powers. The Director-General shall ensure that the HUN-REN FI Rules of Procedure, as currently in force, are published in a consolidated form on the HUN-REN FI website and forwarded to the Chief Executive of HUN-REN.

3. The Annex to the HUN-REN FI Rules of Procedure contains detailed rules concerning the organisation and organisational units of HUN-REN FI, as well as its bodies and committees.
4. The Director-General may lay down rules of procedure containing further detailed rules concerning the individual organisational units of HUN-REN FI, as well as its governing bodies and committees, in a regulation, taking into account the relevant legislation and HUN-REN's internal regulations. Where, in the case of bodies, the adoption of the rules of procedure falls within the remit of the body in accordance with the research institution's internal regulations, the Director-General's consent is required for the rules of procedure to be issued.
5. Upon the adoption of these HUN-REN FI Rules of Procedure, the Rules of Procedure of HUN-REN FI adopted on 18 April 2024 shall cease to have effect.
6. Upon the adoption of these HUN-REN FI Rules of Procedure, internal HUN-REN FI regulations issued on or before 18 April 2024 pursuant to the HUN-REN FI Rules of Procedure of 18 April 2024 or an earlier version shall remain in force and applicable, irrespective of their type, until they are amended or repealed. Should it be necessary to amend them due to the current regulatory framework, the Director-General shall ensure this is done.
7. These Rules of Procedure of HUN-REN FI shall enter into force on 1 April 2026, with the exception of Section 7(13) of Chapter I of the Rules of Procedure, which shall enter into force on 1 January 2027.

Budapest, 25 March 2026

**Annex to the HUN-REN FI Rules of Organisation and Operation:**

Detailed rules concerning the organisation of HUN-REN FI, its organisational units, its governing bodies and committees (abbreviated as: Annex to the HUN-REN FI Rules of Organisation and Operation)

**Appendices to the HUN-REN FI Rules of Organisation and Operation:**

1. Appendix No. 1: Organisational chart of HUN-REN FI
2. Appendix No. : Procedure for the delegation of certain employer's powers by the Director-General of HUN-REN FI
3. Appendix No. : List of scientific research groups operating within HUN-REN FI

**ANNEX**  
**to the Organisational and Operational Regulations of the HUN-REN Institute of Earth  
Physics and Space Sciences**

**ON THE ORGANISATION OF THE HUN-REN INSTITUTE OF EARTH PHYSICS  
AND SPACE SCIENCES  
ITS ORGANISATION, ITS ORGANISATIONAL UNITS,  
ITS GOVERNING BODIES AND COMMITTEES  
DETAILED RULES**

**CHAPTER I**

**THE ORGANISATIONAL STRUCTURE OF HUN-REN FI**

**SECTION 1: Organisational units OF HUN-REN FI**

1. HUN-REN FI consists of scientific clusters and the scientific organisational units operating within them, as well as operational organisational units.
2. The scientific clusters of HUN-REN FI are under the management and supervision of the Director-General; the clusters are led by a cluster manager:
  - a) Earth Physics Cluster
    1. Kövesligethy Radó Seismological Observatory (KRSZO), comprising:
      - a. Hungarian International Seismological Network
      2. Sopronbánfalva Geodynamic Observatory
        - a. Alomhegy Observatory
        - b. Mura-Mürz Monitoring Network
      3. the Integrated Geodynamic Stations
    - b) Space Science Cluster
      1. Széchenyi István Geophysical Observatory
      2. Magnetic Null Field Laboratory
      3. Tihany Geophysical Observatory,
        - a. Stations maintained by EMMA HUN-REN FI
        - b. Geomagnetic Reference Network
  3. Operational organisational units operating under the direction and supervision of the Director-General:
    - a. Director-General's Secretariat and Operations Department
    - b. Finance Department
  4. The organisational chart of HUN-REN FI is contained in Appendix 1 of the HUN-REN FI Rules of Procedure.

5. The scientific research groups operating within HUN-REN FI are listed in Appendix 3 of the HUN-REN FI Rules of Procedure.

## **CHAPTER II**

### **DUTIES OF THE DEPUTY DIRECTOR-GENERAL**

1. The Deputy Director-General assists the Director-General in the performance of his duties and, in doing so, his duties include in particular:
  - a) coordinating work within the Research Institute and preparing the Director General's decisions; and, in support of the Director General's duties, contributing to matters concerning scientific strategy, the definition of research priorities, the utilisation of research, and researchers' career paths, and ensuring their implementation;
  - b) coordinates and, where necessary, monitors the research work of the research units and the implementation of research plans;
  - c) coordinates the Research Institute's relations with domestic and international partners, including the organisation of events;
  - d) coordinates the performance measurement and evaluation system, the academic promotion system and academic quality assurance activities within the Research Institute, and continuously assesses the development of researchers' careers;
  - e) facilitates and monitors the meetings and outcomes of the bodies and committees operating within the Research Institute;
  - f) participates in public relations, and in the promotion and communication of science and research.

## **CHAPTER III**

### **THE TASKS, OPERATION AND MANAGEMENT OF THE ORGANISATIONAL UNITS OF HUN-REN FI**

#### **THE TASKS, OPERATION AND MANAGEMENT OF THE SCIENTIFIC ORGANISATIONAL UNITS OF HUN-REN FI**

##### **Section 1: Thematic Clusters and Their Leaders**

1. Within HUN-REN FI, the thematic clusters conduct basic and applied research in the main areas of their respective scientific fields. They also carry out development activities. The task of the thematic clusters is, taking into account the to organise and carry out scientific research within their respective scientific fields, to record, utilise and disseminate research findings, to contribute to the training of the next generation of researchers, to participate in securing and properly utilising research funding, and to account for such expenditure.
2. The thematic cluster is led by the cluster leader. The leader of the thematic cluster carries out their work under the direction and supervision of the Director-General. The individual

thematic clusters are on an equal footing with one another and carry out their activities synergistically, complementing one another.

3. The thematic clusters consist of scientific organisational units (laboratories, observatories, etc.). Within the thematic clusters, the scientific organisational units are on an equal footing with one another.
4. The task of the thematic clusters is, in line with the objectives and mission of HUN-REN, to carry out the Research Institute's scientific tasks at the institutional level, and within this framework, in particular:
  - a) the preparation, scheduling and implementation of the thematic clusters' scientific strategy, research objectives, key thematic priorities and research plans, as well as making proposals regarding strategy and conceptual issues relating to their scientific field;
  - b) conducting thematic research in the main research areas specified in the Research Institute's founding charter, in accordance with research plans approved under the HUN-REN Act and HUN-REN's internal regulations, and fulfilling the requirements set out in the KFSZ;
  - c) encouraging the use of state-of-the-art technologies in line with the latest methodological and technological principles;
  - d) promoting and encouraging the utilisation of scientific research results;
  - e) maintaining contact with international scientific institutions, strengthening international visibility, expanding international cooperation, and organising and participating in international events;
  - f) preparing research and cooperation agreements;
  - g) taking advantage of funding opportunities, professional involvement in grant applications, and the contractual organisation, monitoring and implementation of obligations arising from the use of grant funds;
  - h) operating the quality assurance system for scientific research, and ensuring compliance with professional review requirements;
  - i) the production of scientific publications and other research results, as well as encouraging and facilitating their publication in professional forums, prestigious domestic and international journals, and books;
  - j) disseminating research results, promoting science, informing the public, and organising and initiating programmes to this end;
  - k) participating in the professional development of the Research Institute's researchers, in the application and promotion of the researcher career model, in the training of the next generation, and in higher education and doctoral programmes; creating the economic conditions for research work;
  - l) protecting the assets made available to the Research Institute and its own assets;
  - m) the efficient operation and, where possible, development of the research infrastructure belonging to the Institute;
  - n) maintaining and utilising tangible assets;
  - o) participating in the Institute's communication processes, including the preparation of professional content for communication purposes.
5. The thematic cluster leader exercises employer's rights over employees working at the research institute in accordance with the provisions set out in Appendix 2 of the HUN-REN

FI Rules of Procedure. The cluster leader directly manages and supervises the coordinators of their research groups, as well as the activities of individual employees at their own discretion or, in consultation with the Director General. The thematic cluster leader shall propose the coordinators of the observatories, laboratories and monitoring networks belonging to the cluster, who shall carry out their activities under the leadership of the thematic cluster.

6. The thematic cluster leader shall lead and direct the activities of the thematic cluster as defined in point 4. In this context, in particular:
  - 6.1. in accordance with the Research Institute's objectives and tasks, defines the thematic cluster's scientific strategy, research objectives and thematic priorities, and plans and directs the research activities of the scientific cluster; organises, directs and monitors the practical, effective and cost-efficient implementation of these;
  - 6.2. prepares the research plans of the thematic cluster, encourages and monitors their implementation, and ensures the proper and efficient operation of the research infrastructure;
  - 6.3. assists and encourages the achievement of performance targets at institute level;
  - 6.4. participates in the annual setting and fulfilment of the Research Institute's KFSZ performance indicator targets, and participates in the KFSZ monitoring process;
  - 6.5. promotes and encourages the utilisation of scientific research results; promotes professional participation in grant applications to make the most of funding opportunities, and carries out tasks relating to the contractual organisation and implementation of obligations arising from the use of grant funds;
  - 6.6. encourages the use of state-of-the-art technologies in line with the latest methodological and technological principles;
  - 6.7. maintains contact with researchers and organisations both in Hungary and abroad; deepens and expands international relations and cooperation within the Institute's field of research; encourages international activities, events, and events, and participation therein; authorises professional travel abroad by the Institute's researchers, subject to the prior approval of the Director-General where the Research Institute's financial resources are utilised;
  - 6.8. participates in the professional development of the Research Institute's researchers, in the application and promotion of the researcher career model, monitors and evaluates performance, and enforces quality assurance requirements;
  - 6.9. supervises and holds to account the staff under their direct management;
  - 6.10. makes recommendations regarding the establishment, amendment or termination of employment contracts for staff within the thematic cluster, and exercises the employer's rights as determined by the Director-General or other employer's rights specified in the employment regulations;
  - 6.11. ensures full compliance with and enforcement of work discipline;
  - 6.12. promotes the academic development of employees within the thematic cluster, with particular regard to the attainment of academic degrees and the development of language skills;
  - 6.13. participates in ensuring the next generation of researchers, particularly in supporting young researchers and scholarship holders, as well as in doctoral and higher education programmes; contributes to the public presentation of the thematic

- cluster's professional work and to informing the print and electronic media in accordance with HUN-REN's communication guidelines;
- 6.14. ensures the lawful, proper and economical use of assets held or managed by the thematic cluster, as well as the resources entrusted to it;
  - 6.15. prepares the thematic cluster's scientific contracts in cooperation with the financial manager and submits them to the Director-General for approval;
  - 6.16. reports regularly on the scientific work of the thematic cluster and the implementation of its research programme, and prepares work plans and submits reports;
  - 6.17. makes recommendations to the Director-General on professional, financial and operational matters affecting the Research Institute as a whole;
  - 6.18. is responsible, in accordance with the relevant legislation, for the fulfilment of obligations, as well as for the execution and professional and thorough performance of ad hoc tasks assigned by the Director-General.

7. Further detailed rules relating to the thematic cluster may be laid down in rules of procedure issued by the Director-General, which shall, inter alia, provide for the order of substitution of the scientific cluster leader and of staff within the Institute. The cluster leader shall be obliged to notify the Director-General and the Financial Director of the person substituting him or her.

## **Section 2: Earth Physics Cluster**

1. The disciplinary focus areas primarily belonging to the Earth Physics Cluster are:
  - a) seismology
  - b) lithosphere physics
  - c) Earth observation
  - d) geodesy
  - e) geodynamics
  - f) tectonics
  - g) geoenergy
2. Public services primarily provided by the Earth Physics Cluster:
  - a) Operation of the Hungarian National Seismological Network (MNSZH)
  - b) Satellite and Observatory Earth Observation
  - c) Operation of Integrated Geodynamic Stations

### **3.§ Observatories and measurement networks belonging to the Earth Physics Cluster:**

#### **3.1.§ Kövesligethy Radó Seismological Observatory (KRSZO)**

The Observatory's remit:

- operates the Hungarian National Seismological Network (MNSZH);
- operates an infrasound measuring station on Piskés Hill, which plays an important role in distinguishing between nearby and distant explosions, mine blasts and other phenomena emitting acoustic signals;

- is a member of international seismological organisations (ISC, ESC, EMSC and ORFEUS);
- participates in the EFEHR consortium, which works on the harmonisation of European earthquake hazard and risk models;
- is a member of CE3RN (the Central and Eastern European Earthquake Research Network) and the Central and Eastern European Infrasonic Network;
- maintains a professional on-call service and, in the event of a perceptible earthquake, informs the National Directorate-General for Disaster Management (OKF), the Hungarian News Agency (MTI), and the public via print, electronic (radio, television) and online (website, Facebook) media;
- participates in the work of the National Committee on Earthquake Engineering and the inter-ministerial working group coordinated by the OKF, which prepares the national disaster risk assessment to be submitted to the European Commission.

### **3.1.1§ Hungarian International Seismological Network**

The task of the Hungarian International Seismological Network is:

- continuous monitoring of earthquakes;
- determining the location and other important parameters of earthquakes;
- collecting data on the macroseismic effects of detected earthquakes;
- research into the seismicity of the region;
- interpreting the observed data within a neotectonic framework, analysing the geodynamic background of active deformations.

### **3.2 § Sopronbánfalva Geodynamic Observatory**

The tasks of the Sopronbánfalva Geodynamic Observatory are:

- the long-term, uninterrupted operation of measuring instruments developed for observing crustal deformations, typically with nano-resolution;
- recording of measurement time series and databases, and their further processing, primarily for geodynamic purposes;
- operating the STS2 seismometer, the 20-metre-long extensometer, the 2D Lippmann inclinometer with nanoradian resolution, the Alphaguard radon detector and the tidal gravimeter;
- data provision for the hydrogen detector system and a myograph, and for instrument calibration purposes.

#### **3.2.1 § Alomhegyi Measuring Tower**

The measuring tower serves as a relay station for the internal wireless communication system connecting the Institute's Sopron sites (SZIGO, SOPGO) with the FI's main building in Sopron.

#### **3.2.2 § Mura-Mürz Observation Network**

The network's task:

- to supplement the measurements of the Austrian and Hungarian seismological networks operating in the area with rock tilt time series;
- to record data from the Lippmann-type 2D tiltmeters operating at the stations;

### **3.3 § Integrated Geodynamic Stations**

The task of the Integrated Geodynamic Stations:

- the complex, multi-parameter observation and long-term monitoring of the lithosphere and near-surface processes, with particular regard to geodynamic, seismotectonic, geochemical and environmental interactions;
- the continuous measurement and analysis of seismic, deformation and environmental parameters characteristic of the central part of the Carpathian–Pannonian region (Badacsonytördemici station);
- monitoring of processes associated with fluid emissions observed in the Carpathian Bend region, as well as the associated seismicity and ground movements (Kovászna integrated station);
- data collection for basic research purposes, and data exchange within international observation networks
- data provision to the domestic ICOS and EPOS ERIC consortia.

### **4.§ Space Science Cluster**

1. Disciplinary priorities within the Space Science Cluster:

- a) space research
- b) solar physics
- c) geomagnetism
- d) atmospheric physics
- e) space geodesy

2. Public services provided by the Space Science Cluster:

- a) space weather observation and forecasting;
- b) geomagnetic monitoring;
- c) atmospheric physics monitoring;

### **5.§ Observatories, laboratories and measurement networks**

#### **5.1§ István Széchenyi Geophysical Observatory (SZIGO)**

The tasks of SZIGO:

- continuous, high-resolution monitoring of the surface geomagnetic field;
- continuous measurement of several closely interrelated geophysical and atmospheric parameters;
- monitoring temporal variations in the natural subsurface electric field using a high-sensitivity, two-way electrode system for telluric (geoelectric) observations;
- providing fundamental information on the electrical conductivity of the Earth's crust and on geomagnetic induction processes (investigating the Earth's electromagnetic

environment and deep-structure conditions, as well as studying the effects of space weather processes on surface infrastructure);

- operation of the DPS-4D digital probe, and regular ionospheric sounding using high-frequency radio waves;
- measurements of atmospheric electricity (for the purpose of researching global thunderstorm activity, lightning activity and the electrical state of the atmosphere);
- VLF-band measurements to investigate changes in the lower ionosphere and electromagnetic phenomena associated with lightning activity;
- continuous meteorological observations (temperature, humidity, wind, precipitation, air pressure) to interpret geophysical and atmospheric data sets.

### **5.2 §Zero Magnetic Field Laboratory**

- Operation of the Zero Magnetic Field Laboratory (ZBL) research infrastructure. Its tasks include providing a controlled environment for high-precision magnetic measurements, sensor calibration and magnetically sensitive experiments in physics, materials science and biophysics;
- Testing and calibration of ultra-sensitive magnetometers, as well as investigating the effects of magnetic fields on material structural processes, additive metal manufacturing and living systems;
- providing an environment for innovation and applied research platforms;
- supporting basic research objectives and industrial, defence and biotechnology collaborations;
- linking up with national geomagnetic observation and measurement activities.

### **5.3 §Tihany Geophysical Observatory**

The Observatory's tasks:

- measuring the Earth's magnetic field and its variations as accurately and continuously as possible;
- ensuring the measurement environment;
- data collection;
- data provision and data processing;
- participation in the MagNetE network (European network of geomagnetic secular stations) which studies changes in the Earth's magnetic field across Europe;
- providing declination and magnetic anomaly data to military defence organisations and civil air traffic control for mapping and navigation purposes;
- providing magnetic data from Tihany for global magnetic field models (IGRF (International Geomagnetic Reference Field), WDMAM (World Digital Magnetic Anomaly Map), and models used by space missions (CHAOS, POMME, MF5, etc.), as well as specific main field, crustal field and other magnetic models).

#### **5.3.1 Stations maintained by §EMMA HUN-REN FI**

1. Participation in the European quasi-Meridional Magnetometer Array (EMMA), operating three of the 25 stations (Vihnye, Slovakia; Tihany; Lonjsko Polje, Croatia).
2. Tasks of the stations maintained by EMMA HUN-REN FI:

- monitoring ULF waves and the density of the plasmasphere;
- providing real-time plasmasphere density data based on observations to the European Space Agency's Space Weather Service Network;

### **5.3.2 § Geomagnetic Reference Network**

The tasks of the Geomagnetic Reference Network are:

- network measurements to produce a comprehensive model of the main field and, on a regional scale, the crustal field
- Providing data and producing maps for national geomagnetic reference field models and associated maps based on the results of measurement campaigns;
- Areas of application:
  - o Raw materials exploration;
  - o Air traffic control (both military and civil);
  - o Creation of main field, crustal field and other geomagnetic models.

## **6. Research groups**

1. Research groups not classified under a scientific department may operate under the direct supervision of the Director-General, the Deputy Director-General or the Cluster Manager. The individual research groups are on an equal footing with one another.

2. Research groups are established to carry out a specific research task for a defined period; each group consists of at least four researchers.

3. The tasks of the research groups include, in particular:

- a) the preparation, scheduling and implementation of the Institute's research projects and research plans relevant to the research group;
- b) conducting scientific research in the main research areas specified in the Research Institute's founding charter, in accordance with research plans approved under the provisions of HUN-REN;
- c) maintaining contact with international scientific institutions;
- d) participating in the preparation of research and cooperation agreements;
- e) professional participation in grant applications and the contractual fulfilment of obligations arising from the use of grant funds;
- f) disseminating the research group's findings and promoting science, with particular regard to informing the public;
- g) producing scientific publications and other research results, and encouraging and facilitating their publication in professional forums, prestigious domestic and international journals, and books;
- h) participating in the Research Institute's science outreach programmes, and in some cases organising independent programmes;
- i) participating in the training of the next generation of Hungarian researchers;
- j) promoting and advocating the social and economic application of scientific results.

4. Among the research groups, a priority research group is one of great significance and with a budget commensurate with the FI's central funding (e.g., Momentum, ERC, ESA, projects

funded by the European Union), which carries out its activities within the framework of a grant project or other external contract (from the conclusion of the contract to its completion), using financial resources from outside the Research Institute to a significant extent. The classification as a priority research group is approved by the Director-General on the basis of a proposal from HUN-REN FI FITT.

5. The research group is led by the research group coordinator. The research group coordinator carries out their work under the direction and supervision of the head of the scientific cluster; unless otherwise provided for in these Rules of Procedure, the Director-General exercises the employer's rights in relation to the coordinator. Only researchers holding an academic degree, engaged in academic activities and with academic publications may be entrusted with the leadership of a research group.
6. The research group coordinator is responsible for the fulfilment of their duties and obligations, as well as for the lawful, professional and complete execution of ad hoc assignments from the Director-General, in accordance with the relevant legislation, HUN-REN's internal regulations, the provisions of these Rules of Procedure, and the internal regulations of the research institution.
7. The research group coordinator's supervisory activities extend not only to the professional management of research tasks but also to the enforcement of work and procedural regulations within the research group under their supervision.
8. The duties of research group coordinators include, in particular:
  - a) contributing, on the instructions of the Director-General or Deputy Director-General, to the formulation of the scientific department's scientific objectives, business plan and budget, as well as its research directions and concepts;
  - b) contributing to the fulfilment of research plans and contractual obligations;
  - c) organising, managing and supervising the practical, effective and cost-efficient performance of the tasks of the research group under his or her supervision;
  - d) managing, supervising and holding to account the staff of the research group with regard to both research tasks and work and administrative regulations;
  - e) preparing the research group's research plans;
  - f) assisting in the organisation and performance of research-related and other administrative tasks;
  - g) providing regular reports and data on the research group's academic work and the implementation of its research programme;
  - h) ensuring full compliance with work discipline;
  - i) monitoring the enforcement of and compliance with health and safety and fire safety requirements and regulations;
  - j) in the performance of their duties, they are obliged to comply with the rules of independent and responsible group-level management as set out in their employment contract and job description;
  - k) performing any other duties assigned to them by the director in the job description or by specific instructions.

## CHAPTER IV

## **TASKS, OPERATIONS AND MANAGEMENT OF HUN-REN FI'S OPERATIONAL UNITS**

### **Operational organisational units operating under the direction and supervision of the Director-General**

#### **Section 1: Director-General's Secretariat and Operations Department**

1. The Director-General's Secretariat and Operations Department is an independent organisational unit headed by the Head of Secretariat. The activities of the Head of the Director-General's Secretariat and Operations Department are directed and supervised by the Director-General.
2. The specific responsibilities of the Director-General's Secretariat and Operations Department are:
  - 2.1. assisting the Director-General in his work, organising his meetings and public appearances, and contributing to the smooth running of the Research Institute;
  - 2.2. preparing the Director-General's decisions administratively and coordinating the Research Institute's administrative activities; being responsible for the Research Institute's records management and for establishing the relevant rules;
  - 2.3. performs general institutional coordination tasks, ensures the preparation and conduct of meetings of the Research Institute's bodies and – where necessary – its committees, and initiates cooperation and consultation between organisational units;
  - 2.4. in accordance with HUN-REN's preliminary written guidelines, is responsible for the process of adapting and integrating corporate management systems to be introduced across the entire HUN-REN network within the Research Institute, and for reporting any issues that may arise;
  - 2.5. maintains contact with the Economic Department and the research clusters, as well as with HUN-REN's management and central organisational units;
  - 2.6. assists with the coordination of tender processes, as well as the preparation of information, data submissions and reports for HUN-REN and other organisations;
  - 2.7. directs and participates in the preparation of information and reports required by HUN-REN and other organisations, and contributes to the scientific relations of the Research Institute and its institutes;
  - 2.8. manages and develops the Research Institute's internal and external communications;
  - 2.9. manages and coordinates tasks relating to research organisation, the publications database and academic administration;
  - 2.10. carries out coordination tasks relating to the management of research data and ensures the preparation of regulations governing the management of research data;
  - 2.11. prepares the Research Institute's information publications;
  - 2.12. records data on the Research Institute's scientific publications and citations, and ensures the preparation of the relevant reports;
  - 2.13. operates the reception (front desk) and access control system, performs basic security duties, and provides postal and laundry services;
  - 2.14. organises the Research Institute's relocations;
  - 2.15. provides catering services;

- 2.16. carries out technical tasks: operation of research buildings and observatories (building services, electrical systems, pest control);
- 2.17. monitors relevant legislation and, where necessary, makes proposals for amendments to the research institute's regulations;
- 2.18. carries out tasks relating to the library collection;
- 2.19. performs the research institute's IT tasks: providing ongoing support for the operation of IT and ICT equipment (help desk), operating and maintaining central IT and ICT equipment, providing IT services and advice, protecting the Research Institute's IT security, supporting access control and security systems, systematically developing the Research Institute's information technology system in line with the Institute's needs and technological advancements, making recommendations in this regard and supporting management decisions.
- 2.20. carries out the Research Institute's human resources, grant application and legal tasks.

## **2.§ Finance Department**

1. The Finance Department is headed by the Finance Manager, who carries out his or her duties under the direct management and supervision of the Director-General or the Deputy Director-General.
2. The tasks of the Finance Department include, in particular:
  - a) tasks relating to financial management, bookkeeping and compliance with accounting regulations in respect of the Research Institute's annual business plan and budget;
  - b) tasks relating to reporting, the provision of required data and controls integrated into business processes;
  - c) tasks relating to the operation and management of the Research Institute, and, within the scope of asset management, to investment, the use, utilisation and protection of assets;
  - d) enforcing internal regulations relating to business planning, budgeting, financial management, auditing and data reporting procedures;
  - e) compliance with and adherence to HUN-REN's internal regulations governing all of the above.
3. The duties of the finance manager include, in particular:
  - 3.1. in accordance with the Director-General's decision and as set out in the Financial Department's rules of procedure and other internal regulations, represents the Research Institute in financial, labour and welfare matters before HUN-REN, the authorities, other bodies and private individuals;
  - 3.2. ensuring compliance with the provisions of legislation and internal regulations relating to management, finance and operational tasks in the course of the Research Institute's operations, and monitoring their implementation;
  - 3.3. preparing the Research Institute's business plan, budget and financial statements;
  - 3.4. ensuring compliance with financial discipline and enforcing such compliance, fulfilling financial obligations and enforcing claims in order to implement the budget;
  - 3.5. financial and economic planning of the Research Institute's investment and renovation plans;
  - 3.6. protecting the assets owned or used by the Research Institute;

- 3.7. coordinating tasks relating to the management of financial and tangible assets;
- 3.8. preparing draft internal regulations of the Research Institute on financial and economic matters for decision;
- 3.9. preparing internal regulations for decision-making regarding the procedure for issuing documents forming the basis of the Research Institute's accounting and the related administrative procedures;
- 3.10. developing and implementing the accounting system and related accounting policies in accordance with internal regulations;
- 3.11. organising the system of supporting documents and ensuring compliance with document management procedures within the framework of the options set out in HUN-REN's internal regulations;
- 3.12. financial countersigning in accordance with the provisions of the relevant internal regulations;
- 3.13. other economic data reporting required by legislation, internal regulations or external bodies (CSO, MNB, NAV, etc.) (e.g. for budgets, applications for additional funding, statistical reports, etc.); participation in the Research Institute's business planning and budget preparation tasks; compilation of reports;
- 3.14. participating in the preparation of the financial sections of research plans and grant applications;
- 3.15. providing regular reports to the Research Institute's organisational units on the use of their available financial resources;
- 3.16. taking action based on findings from audits, in consultation with the Director-General;
- 3.17. where necessary, making proposals regarding the rules of procedure of the Finance Department;
- 3.18. supporting audits conducted by external bodies, HUN-REN's internal audit function and the HUN-REN Supervisory Board, and preparing and making available the necessary supporting documents and records;
- 3.19. ensuring the Research Institute's obligations to the Hungarian State, its creditors, other bodies and credit institutions are fulfilled in full and on time, and providing the necessary cover for the fulfilment of such obligations;
- 3.20. calculating the wages due to the Research Institute's employees and ensuring that transfers are made accurately and on time;
- 3.21. ensuring ongoing cooperation and communication with the manager and organisational unit responsible for HUN-REN's financial management tasks, as well as with other authorities, offices and partners
- 3.22. cooperating with other managers at the Research Institute.

### **3.§ Key roles within the organisation from the perspective of the HUN-REN Network and the Research Institute as a whole**

1. The Director-General is obliged to ensure that positions or tasks of key importance to the Research Institute and the network as a whole are filled within the organisation, either as independent positions or as designated duties assigned to a specific employee. The CEO of HUN-REN is authorised to designate further roles and tasks beyond those listed in this section by way of a decision. In view of the network-wide significance of the individual tasks, the CEO of HUN-REN may lay down the detailed rules, conditions, expectations and procedures for communication relating to their performance by way of a decision:

- a) The Innovation Manager is responsible for the management of the Research Institute's intellectual creations and the protection of intellectual property; they perform the tasks specified in the regulations governing the management of HUN-REN's intellectual property, and receive professional guidance on their activities from the head of HUN-REN's innovation manager network.
- b) The IT Security Officer is responsible for the security of the electronic information systems operating at the Research Institute and for carrying out all tasks relating to the protection of those systems; the professional supervisor of their activities is the Chief IT Security Officer at HUN-REN;
- c) The data manager's duties include supporting research data management, in particular liaising with, advising and being available to the Research Institute's researchers on research data management issues, sharing knowledge of research data management, and participating in the HUN-REN data manager network. The professional supervisor of the data manager's activities is the head of the HUN-REN data manager network.
- d) The Data Protection Liaison Officer's role is to liaise with the Data Protection Officer jointly appointed by HUN-REN and the Research Institute – in accordance with HUN-REN's relevant internal regulations – which includes, in particular, the collection and transmission of information regarding the Research Institute's data processing activities, the immediate reporting of data protection incidents, and the promotion of the application of and compliance with internal data protection rules and procedures. Note: the Research Institute's data protection liaison officer does not qualify as a data protection officer under the GDPR.
- e) Communication and public relations tasks involve the planning, organisation and implementation of the Research Institute's internal and external professional communications, the clear and credible presentation of the Research Institute's professional activities and results, and the maintenance of press and media relations. This includes ensuring the use of the uniform brand identity developed by HUN-REN ( ), managing the content of the Research Institute's website and social media platforms, providing communication support for events and public functions, and fulfilling communication obligations related to domestic and international projects in accordance with HUN-REN's internal communication regulations or based on their guidelines. The role involves participating in the network working group of HUN-REN's communication managers/staff and following the manager's guidance.
- f) The AI Ambassador role involves carrying out tasks that encourage and support the application of state-of-the-art technologies in research, promoting and facilitating the adoption of tools provided under the HUN-REN AI4Impact programme, organising internal training sessions, and supporting research projects requiring AI. Participation in the HUN-REN AI Ambassador Network and adherence to the professional guidelines of its leader.
- g) Grant and project management tasks encompass the overall institutional coordination of grant and project activities, maintaining contact with HUN-REN's central organisational units for the purpose of knowledge sharing, and the preparation, submission, implementation, and financial and professional management of the research institution's successful grant applications. Participation in the HUN-REN grant and project management network and adherence to the professional guidelines of its leader.

- h) Tasks related to the public service funding contract include its fulfilment and review, network-level elements of the science strategy, as well as the entirety of internal and external data reporting and communication tasks related to scientific reporting and coordination within the network, and ensuring the related processes at the Research Institute, in accordance with the guidelines of HUN-REN's central organisational units and in cooperation with them.
- i) General tasks relating to the establishment and operation of the internal control system involve the development and operation of the control environment, risk management system, control activities, information and communication system, and monitoring system applicable at all levels of the Research Institute, taking into account legislation and HUN-REN's internal regulations.

## CHAPTER V

### DETAILED RULES GOVERNING THE BODIES, COMMITTEES AND OTHER CONSULTATIVE FORUMS OF THE RESEARCH INSTITUTE

#### DETAILED RULES FOR THE BODIES OF THE RESEARCH INSTITUTE

##### Section 1: Management Meeting

1. The Management Meeting (hereinafter: MM) is a body comprising the heads of the Research Institute, which assists the Director-General in matters relating to the operation and activities of the Research Institute and has the right to express opinions and make recommendations. The opinions and recommendations of the MM are not binding on the Director-General.
2. The task of the VE is to support, through its proposals and opinions, the effective operation and efficient functioning of the Research Institute in fulfilling the objectives and mission set out in the HUN-REN Act and the founding documents, and in carrying out the tasks specified in the HUN-REN FI Rules of Procedure, with a view to promoting scientific research, and innovation, and the promotion of their social and economic benefits, as well as to assist the Director-General in matters relating to the operation and management of the Research Institute. His/her duties include participating in the development of the Research Institute's objectives, research strategy and research priorities; in the formulation of plans for meeting the Research Institute's committed values for research performance indicators and in creating the conditions for their fulfilment; in promoting research excellence; in facilitating scientific results; in attracting and encouraging research funding; in achieving innovation objectives; in strengthening international relations; and in promoting the application of modern technologies – such as artificial intelligence – in research. Any matter relating to the Research Institute's activities and operations may be discussed at the Supervisory Board.
3. The members of the Supervisory Board are: the Director-General, the Deputy Director-General, the heads of thematic clusters, the Chief Scientific Adviser(s), the coordinators of priority research groups and a representative of young researchers (for 7 active years following the award of a PhD), the Head of Finance, and the Head of the Director-General's Secretariat and Operations Department. Depending on the agenda item, other employees or persons invited by the Director-General may attend the Executive Committee with the right to speak. The Executive Committee may also meet in an expanded format at the discretion of the Director-General.
4. The Director-General shall convene Executive Committee meetings as necessary, specifying the agenda. Executive Committee meetings shall be chaired by the Director-General or, in his absence, by the Deputy Director-General, or by a permanent member of the Executive Committee designated by him.
5. The Director-General shall appoint a member of staff to perform the duties of the Executive Committee Secretary. The Director-General shall send the materials relating to the agenda of the Executive Committee and the minutes of the Executive Committee meeting to the

permanent members and those invited to the meeting electronically, via the Secretary of the Executive Committee. The general rules of document management shall apply to documents relating to the Executive Committee meeting, insofar as the Secretary of the Executive Committee is responsible for their proper application.

6. The Director-General shall, as necessary, inform the Research Institute's staff and the management of HUN-REN of the agenda and conclusions of the Scientific Council meeting.

## **Section 2: Scientific Council**

1. The Director-General is supported by the HUN-REN FI Scientific Council (hereinafter: FITT), which has the power to make recommendations and provide opinions on strategic issues relating to the Research Institute's scientific, research and innovation activities.
2. Through its proposals and opinions, the FITT assists in the formulation of the Research Institute's scientific and research strategy, may propose the expansion or or narrowing of scientific fields, and may initiate new research projects, which may contribute to the definition of requirements for employees engaged in scientific work at the Research Institute, and to the evaluation procedure for scientific staff seeking scientific qualification.
3. The members of the FITT are: the Deputy Director-General, the heads of the thematic clusters, the coordinators of the research groups and priority research groups, and the representative of young researchers. The Chair of the FITT is elected by the members of the FITT for a fixed term in accordance with the rules of procedure.
4. FITT shall meet as necessary, but at least twice a year. FITT meetings shall be convened by the Chair of FITT, in consultation with the Director-General, at least twice a year. A meeting of FITT must be convened at the initiative of the Director-General.

## **3.§ Intellectual Property Committee**

1. The Intellectual Property Committee (SZTB) is the advisory body operating at the Research Institute responsible for the management and exploitation of intellectual creations. The rules governing the operation, tasks and delegation of members of the SZTB are determined by the regulations of HUN-REN and the Research Institute concerning the management of intellectual property. The members of the SZTB shall include at least the Research Institute's current innovation manager and two members delegated by the Director-General. The CEO of HUN-REN shall also participate in the SZTB, either in person or through a representative.

## **4.§ Representative of young researchers**

1. The representative of young researchers (for 7 active years following the award of a PhD) delegated to the FITT and VE shall be elected by the young researchers on an annual basis by means of a vote.
2. The elected representative of young researchers shall appoint a deputy upon request.

## **5.§ International Advisory Board**

1. The work and supervision of the Research Institute may be supported by an International Advisory Board (hereinafter: IAB), subject to the decision of the Director-General. The Director-General shall determine the rules governing the composition of the IAB, the appointment and mandate of its members, and its operation.

## **Section 6 Industrial Advisory Board**

1. The work of the Research Institute may be supported – subject to the decision of the Director-General – by an Industrial Advisory Board (hereinafter: IAB). The rules governing the composition of the IAB, the invitation and appointment of its members, and its operation shall be determined by the Director-General.

## **Section 7: Consultative forums of the Research Institute**

1. The Director-General shall convene the Research Institute's staff at least once a year for a staff meeting (Research Institute Meeting, RIM) to review the past period and inform them of the forthcoming priorities.
2. Employees may also initiate the convening of a RI meeting by specifying the agenda. In the case of matters affecting the Research Institute as a whole, the Director-General is obliged to convene a RI meeting at the initiative of more than half of the employees; in the case of scientific matters, at the initiative of more than half of those employed in scientific positions.
3. The Research Institute's public forum, in which employees employed by the Research Institute (hereinafter: employees) are entitled to participate. The purpose of the Research Institute meeting is to provide a forum for discussing issues affecting the Research Institute as a whole and, where necessary, for the Research Institute community to adopt a position. The meeting is convened by the Director-General, and the role of chair is performed by the Director-General or a senior employee appointed by him or her for this purpose. A Research Institute meeting must be held at least once a year. The meeting also serves as the annual work conference, at which the Director-General evaluates the work of the previous year and outlines the Research Institute's upcoming tasks. The Director-General may convene a Research Institute meeting to discuss any fundamental issue affecting the Research Institute as a whole on which the Research Institute community deems it necessary to express an opinion. If the agenda of the Research Institute meeting includes the staff's opinion on one or more decisions made by the Director-General, the express disagreement of at least two-thirds of the Research Institute's staff shall have suspensive effect on the Director-General's decision. The research institute community may also initiate the convening of a research institute meeting or the inclusion of an item on the agenda. In the case of matters affecting the Research Institute as a whole, the Director-General is obliged to convene a meeting of the Research Institute at the initiative of more than 50% of the Research Institute's staff; in the case of scientific matters, at the initiative of more than 50% of the total number of researchers.
4. Cluster meeting: A regular meeting convened by the cluster leader, attended by the heads of the research groups and other invitees, to discuss current issues relating to the institute's activities and operations.

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### **Appendices to the HUN-REN FI Organisational and Operational Regulations:**

1. Appendix No. : Organisational chart of HUN-REN FI

2. Appendix No. : Procedure for the delegation of certain employer's powers by the Director-General of HUN-REN FI
3. Appendix No. : List of scientific research groups operating within HUN-REN FI