

HUN-REN BIOLOGICAL RESEARCH CENTRE, SZEGED ORGANISATIONAL AND OPERATING REGULATIONS

CHAPTER I

LEGAL STATUS, ACTIVITIES AND OPERATION OF THE RESEARCH CENTRE

Section 1: Legal Status of the Research Centre

1. The HUN-REN Szeged Biological Research Centre (hereinafter: HUN-REN SZBK or Research Centre) 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 SZBK is the legal successor, in respect of all rights and obligations, to the HUN-REN Szeged Biological Research Centre, a budgetary body (registration number (PIR): 300564, date of establishment: 1 January 1971).
3. HUN-REN SZBK, which belongs to 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; within the framework determined by the Governing Board, it is entitled to manage its own finances in accordance with applicable legislation and internal regulations; it applies for funding 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 the employees of HUN-REN SZBK.
4. HUN-REN SZBK, as a research institution with independent legal personality, is an organisational unit governed by the HUN-REN Act, the HUN-REN Deed of Foundation, the Research Centre's Deed of Foundation, the HUN-REN Rules of Organisation and Operation (hereinafter: HUN-REN SZMSZ), these Organisational and Operational Rules (hereinafter: HUN-REN SZBK Rules), as well as within the framework of HUN-REN's and its own internal regulations and other relevant legislation, operates independently, functions in accordance with the organisational structure set out in its founding charter and the HUN-REN SZBK Rules, and performs its duties.

Section 2: The institutional history and legal predecessors of HUN-REN SZBK

1. The Research Centre was established by Directive 1/1971. MTA-F. (A. K. 1.) of the Secretary-General of the Hungarian Academy of Sciences (hereinafter: MTA) as the Szeged Biological Research Centre of the Hungarian Academy of Sciences, with the date of establishment being 1 January 1971.
2. From 1 September 2019, the Research Centre, as an independent legal entity and budgetary body, has operated 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 as the HUN-REN Centre, operating under the supervision of the Ministry of Finance () in accordance with Section 9 of Act CXCV of 2011 on Public Finances (hereinafter: Áht.).

3. The legal predecessor of HUN-REN SZBK was the HUN-REN Szeged Biological Research Centre, a budgetary body (registration number (PIR): 300564, date of establishment: 1 January 1971).
4. HUN-REN SZBK 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 SZBK

1. The basic details of HUN-REN SZBK are set out in the memorandum of association.
2. Key identification details of HUN-REN SZBK:
 - a) HUN-REN SZBK statistical number: 19426251-7210-599-01
 - b) HUN-REN SZBK tax number: 19426251-2-06
 - c) HUN-REN SZBK account-holding financial institution: Hungarian State Treasury
 - d) HUN-REN SZBK forint bank account number: 10028007-00008112-01010015
 - e) HUN-REN SZBK euro bank account number: 10028007-00008112-01020014
 - f) HUN-REN SZBK (court) registration number: 01-08-0000006/12
 - g) Date of the Budapest Metropolitan Court's decision on the registration of HUN-REN SZBK: 27 October 2025 (date on which the decision became final: 29 October 2025)
 - h) Date of current Articles of Association: 29 September 2025
 - i) The current Articles of Association are Annex 12 to the Articles of Association of the HUN-REN Hungarian Research Network
3. Registered office of HUN-REN SZBK pursuant to Section 2.3 of its Articles of Association: 6726 Szeged, Temesvári körút 62.

4. The Research Centre's official website: <https://www.brc.hu>
5. The Research Centre's email address: foigazgatoi.titkarsag@brc.hun-ren.hu

Section 4: Activities of the HUN-REN SZBK

1. HUN-REN SZBK is 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. The HUN-REN SZBK carries out its activities independently in accordance with the HUN-REN TV Statutes, the HUN-REN Articles of Association and the HUN-REN SZBK Articles of Association, with the HUN-REN Governing Body, the President of HUN-REN, the Chief Executive Officer of and the Vice-President for Academic Affairs at HUN-REN tv participating in its academic and administrative management as specified in the internal regulations. The legality and compliance of HUN-REN SZBK'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 HUN-REN SZBK is managed by the Director-General. The Director-General is the administrator and representative of the HUN-REN SZBK in accordance with the law and points 5.2(a) and (d) of the HUN-REN SZBK's founding charter; his or her right of representation is general and independent.
4. HUN-REN SZBK carries out the tasks specified in the HUN-REN Act, the HUN-REN Articles of Association and the HUN-REN SZBK Articles of Association, in accordance with the objectives and mission set out in the HUN-REN Act, within the field of science and research specified in its Articles of Association.
5. The core activity of HUN-REN SZBK is to conduct research in the life sciences by carrying out basic research in the natural sciences, applied research and experimental development in the fields of biological sciences (biophysics, biochemistry, genetics and plant biology).
6. Within the scope of its core activities – in accordance with Section 4.2 of its founding charter – HUN-REN SZBK focuses on the following scientific fields and research tasks:
 - a) biomolecules, structure-function relationships, fundamental steps in biological energy conversion, nanobiotechnology, issues in neurobiology, research and development of microbial and enzymatic systems for environmental applications, bioinformatics related to genomic technologies;
 - b) system and synthetic biological gene networks, molecular stress research, neurobiological receptor research, gene regulation, cell cycle research;
 - c) investigation of structural defects in genetic material and error-correction mechanisms, genetics of mechanisms governing individual development; functional genomics, immunology;
 - d) the molecular basis of plant stress responses and the stress tolerance of crops; photosynthetic light energy conversion and utilisation; the mechanisms of plant light perception, development and cell cycle regulation; the development of biotechnological processes for the production of plants with targeted traits.
7. Other tasks related to the core activities of HUN-REN SZBK – as defined in Section 4.3 of its founding charter:
 - a) publishes scientific, specialist and popular science publications in connection with its core research activities;
 - b) promotes the widespread dissemination of scientific findings and carries out science communication tasks;

- c) cooperates with domestic research institutions and other organisations, and conducts joint research with them;
- d) maintains and establishes links with scientific institutions in other countries, international scientific societies and other organisations;
- e) promotes the presence of Hungarian biological research in the international scientific community;
- f) organises domestic and international scientific programmes and conferences;
- g) promotes and supports the social and economic application of the results of scientific research;
- h) in cooperation with higher education institutions, participates in educational work and carries out joint research, training and further training tasks;
- i) facilitates the application of scientific results;
- j) provides transport for personnel and goods and arranges accommodation in connection with the performance of research tasks;
- k) operates and maintains research infrastructure, and procures research equipment and materials;
- l) operates a specialist library;
- m) assists in the development of international scientific relations;
- n) registers the properties in its use and carries out their operational and maintenance tasks.

8. The classification of HUN-REN SZBK's activities under TEÁOR'25, based on Section 4.4 of HUN-REN SZBK's founding charter:

	TEÁOR number	Description of main activity
	7210	Scientific and technical research, experimental development

	TEÁOR number	Description of other activities
1.	2013	Manufacture of inorganic chemical raw materials
2.	2059	Manufacture of other chemical products n.e.c.
3	4618	Wholesale trade of other products by agents
4	4941	Road freight transport
5	4942	Removals
6	5590	Other accommodation services
7.	5622	Contract catering and other hospitality services
8.	6210	Computer programming
9	6290	Other information technology services
10	6310	IT infrastructure, data processing, hosting and related services
11	6820	Letting and management of owned and leased property
12.	7491	Patent agency services, marketing services
13.	7499	Other professional, scientific and technical activities n.e.c.
14	7740	Rental of intangible assets, excluding assets subject to copyright royalties
15	8210	Administrative and business support services
16	8230	Organisation of conferences and trade shows

17	8240	Provision of other business support services
18	8559	Other education n.e.c.
19	9111	Library activities

9. The HUN-REN SZBK participates autonomously in the performance of HUN-REN's public duties within the framework set out in its founding charter.
10. The HUN-REN SZBK may provide public services related to its research activities.
11. In accordance with the relevant legislation, the HUN-REN Articles of Association, the HUN-REN SZBK Articles of Association and the provisions of HUN-REN's internal regulations, HUN-REN SZBK may utilise its existing scientific research capacities and infrastructure for commercial activities.
12. HUN-REN SZBK shall prepare an annual business plan and budget for its operations, 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 the HUN-REN SZBK

1. The HUN-REN SZBK 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 SZBK 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 SZBK 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. In accordance with 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 SZBK or HUN-REN SZBK, provided that HUN-REN SZBK, or HUN-REN and HUN-REN SZBK, make a capital contribution to the business entity, other organisation or legal entity, the combined financial contribution of HUN-REN SZBK, or HUN-REN and HUN-REN SZBK, exceeds HUF 250,000,000. The Director-General shall be obliged to submit a proposal to this effect to the President 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 SZBK.

Section 6: Rules relating to assets

1. Pursuant to the HUN-REN Act, the HUN-REN SZBK's own assets, 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 SZBK 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 acquired by HUN-REN SZBK in return for consideration or free of charge, including rights related to intellectual property, as well as shares held in operating and other enterprises that do not fall within the scope of state ownership, shall form part of the HUN-REN SZBK's own assets.
3. Unless otherwise provided by law, the ownership rights over state-owned assets managed or used by HUN-REN SZBK 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 SZBK and the MTA.
5. In addition to the provisions of points 3 and 4, the totality of all assets which HUN-REN SZBK, in order to perform its public duties and other related tasks in accordance with the HUN-REN Act and its founding charter – in accordance with the provisions of the HUN-REN Act and to ensure that the conditions set out therein are met, and, where necessary, in accordance with the rules laid down in the resolutions of the HUN-REN Governing Board – 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 SZBK may use its assets, including its real estate assets, as well as the properties designated in its founding charter as its registered office or premises, for the purpose of carrying out the activities specified in the founding charter.

Section 7. The Research Centre's founders' and owners' rights in business organisations

1. Business entities partly owned by HUN-REN SZBK:

a) BIOCENTER Laboratory Services Limited Liability Company

abbreviated name: BIOCENTER Kft.

company registration number: 06-09-000322

Tax number: 10363573-2-06

b) Delta Bio 2000 Research, Development, Trading and Service Limited Liability Company

abbreviated name: Delta Bio 2000 Ltd.

Company registration number: 06-09-011882

Tax number: 14138373-2-06

c) HCEMM Non-profit Limited Liability Company
abbreviated name: HCEMM Nonprofit Ltd.

Company registration number: 06-09-024313

Tax number: 26307383-2-06

d) BRC Bio Limited Liability Company
abbreviated name: BRC Bio Ltd.

Company registration number: 06-09-027309

Tax number: 27451241-2-06

2. The ownership interests and shares held in BRC Bio Ltd., BIOCENTER Ltd., Delta Bio 2000 Ltd. and HCEMM Non-profit Ltd. as commercial companies form part of the Research Centre's own assets.

Section 8: Provisions relating to employment

1. The President of HUN-REN shall exercise the employer's rights over the Director General of the Research Centre.
2. The salary and other benefits of the Director General of the Research Centre shall be planned and provided for in the Research Centre'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 Centre.
3. The Director-General exercises the employer's rights over the employees of HUN-REN SZBK.
4. HUN-REN SZBK exercises all employer's rights relating to the employment of HUN-REN SZBK employees and fulfils all obligations, including the payment of all remuneration arising from the employment relationship, and the fulfilment of statutory record-keeping, reporting and data provision obligations to the authorities.
5. HUN-REN SZBK shall represent HUN-REN SZBK employees in any legal dispute, litigation or non-litigation proceedings relating to their employment with HUN-REN – including the termination of the employment relationship by mutual agreement – and is 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 Centre may deviate from the provisions of this clause if expressly provided otherwise in a separate agreement.
6. The Director-General of HUN-REN SZBK 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 Centre is involved and which may substantially damage the reputation of HUN-REN or HUN-REN SZBK, endanger or attract significant media interest.

7. The Director-General of the HUN-REN SZBK Research Centre may delegate certain employer's rights – subject to the exceptions set out in this paragraph – to other senior managers of the HUN-REN SZBK, provided that the Deputy Director-General, the directors, the heads of independent organisational units under the direct management and supervision of the Director-General, the heads of research programmes, the head of the Director-General's Secretariat and employees under the direct management and supervision of the Director-General.
8. The Director-General shall lay down in writing the rules governing the delegation of specific employer's powers – taking into account the provisions of HUN-REN's internal regulations and this chapter – which shall form Appendix 2 to the HUN-REN SZBK SZMSZ and which, in the event of any amendment, the Director-General shall send to the Chief Executive 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 urgent cases, 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 directors, and the head of the Director-General's Secretariat; furthermore, unless otherwise provided for in the HUN-REN SZBK's Rules of Procedure, the Director-General shall directly manage and supervise the heads of independent organisational units under his direct management and supervision, the heads of research programmes and research groups, and the employees under his direct management and/or supervision. In addition, the Director-General may – whilst informing the supervising line manager – decide on direct management in respect of any other employee, or may assign tasks directly to any other employee.
12. In accordance with HUN-REN's internal regulations, the Director-General is required to ensure that certain key roles or tasks are fulfilled within the Research Centre, in particular: tasks relating to the commercialisation of research, tasks ensuring the application of state-of-the-art technologies, the duties of the IT security officer, the duties of the data protection liaison officer, research data management duties, grant application and project management duties, duties relating to the monitoring of public funding contracts, communication and public relations duties, and duties relating to the establishment and operation of the internal control system.
13. At the Research Centre, 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 Centre'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 for competitive recruitment may also authorise the Director-General to decide on exemptions from the competitive recruitment 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 SZBK 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 Centre's employment regulations.
15. The Director-General shall cooperate with collective labour organisations in the field of labour relations and shall fulfil his or her obligations to consult and seek opinions in accordance with the relevant legislation.

Section 9: Use of Official and Publication Names

1. In all legal relationships and dealings of HUN-REN SZBK – 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 SZBK engaged in academic activities shall refer to the Research Centre in their publications, academic activities and public appearances as follows:
 - a) in Hungarian:
 - HUN-REN Szeged Biological Research Centre;
 - HUN-REN SZBK (abbreviated name);
 - b) in English:
 - HUN-REN Biological Research Centre, Szeged,
 - HUN-REN BRC Szeged (abbreviated name).
3. Employees of the Research Centre 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 CENTRE

THE DIRECTOR-GENERAL AND OTHER MANAGERS OF THE RESEARCH CENTRE

Section 1: The Director-General

1. The head of the Research Centre is the Director General.
2. The Director General shall decide independently and on his own responsibility on matters concerning the activities and operation of the Research Centre. The Director General shall act as the general and full representative of the Research Centre. In order to fulfil the objectives and mission set out in Sections 1(1) and (2) of the HUN-REN Act, the Director

General shall act in accordance with the HUN-REN Act, the provisions of the HUN-REN Articles of Association and the Research Centre's Articles of Association, as well as the HUN-REN Rules of Procedure and the HUN-REN Supervisory Board Rules of Procedure, and HUN-REN's internal regulations.

3. In particular, the Director-General is responsible for:

1. to oversee the development of the Research Centre'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 Centre's scientific fields for HUN-REN's network-level strategy and objectives, and ensures the implementation of all these;
2. is responsible for ensuring and developing the conditions necessary for scientific research;
3. encourages the application of state-of-the-art technologies in line with the latest methodological and technological principles;
4. facilitates the utilisation of the Research Centre's scientific research results, ensures the necessary conditions and the performance of the relevant tasks, and – in accordance with the internal regulations of HUN-REN and the Research Centre – decides on the acceptance of the Research Centre's intellectual creations and the social or economic exploitation of its intellectual property, bearing in mind that the employer's rights and obligations relating to intellectual creations belong to the Research Centre pursuant to the decision of the President of HUN-REN;
5. promotes the professional development of the Research Centre'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 Centre;
6. is responsible for the annual setting of the Research Centre's commitments relating to the KFSZ performance indicators and for facilitating their fulfilment, and participates in the KFSZ monitoring process;
7. operates the performance measurement and evaluation system;
8. manages, develops and expands the Research Centre's international relations and international collaborations; encourages and assists the participation of the Research Centre's scientific staff in international scientific projects, programmes and and calls for proposals; concludes international research and cooperation agreements on behalf of the Research Centre; and encourages and manages the organisation of the Research Centre's own international events;
9. encourages and decides on the Research Centre's participation in calls for proposals;
10. coordinates the formulation of positions on scientific issues falling within the Research Centre's core activities;
11. manages the Research Centre's participation in domestic scientific collaborations;
12. promotes the importance of science and research, and is responsible for communication regarding the Research Centre's activities in accordance with HUN-REN's internal regulations;
13. ensures the provision of public services related to the Research Centre's research activities;
14. is responsible for the financial management of the Research Centre – in accordance with legislation, the decisions of the HUN-REN Governing Board, and the internal

- regulations of HUN-REN and the Research Centre – and for the preparation of its 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 Centre’s report and its content, and for the issuance of related internal regulations;
15. exercises the right to enter into commitments and authorise expenditure, and decides in internal regulations on the delegation and procedure of these powers;
 16. is responsible for the Research Centre’s asset management, ensures the protection of movable, immovable and intellectual property, exercises ownership rights in respect of the Research Centre’s assets, and decides in internal regulations on the delegation of these powers;
 17. is responsible for the Research Centre’s business activities, exercises ownership rights over business entities owned by the Research Centre, and may not delegate this right to any other manager of the Research Centre;
 18. ensures and monitors the proper functioning of the Research Centre 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 Centre; in this context, ensures the establishment and operation of the internal control system, and cooperates with the organisational unit responsible for internal audit at HUN- REN, the Supervisory Board and other authorities during their audits;
 19. is responsible for ensuring that the Research Centre fulfils the obligations set out in the Act on the Right to Self-Determination in Information and Freedom of Information;
 20. is responsible for strengthening synergies between HUN-REN’s 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;
 21. chairs the Board of Directors at the Research Centre and, taking into account the provisions of legislation, the resolutions of the HUN-REN Steering Committee and the internal regulations of HUN-REN and the Research Centre, decides on the establishment of other bodies and committees supporting the Research Centre’s activities and ensures their operation;
 22. issues the Research Centre’s internal regulations, taking into account the provisions of legislation, the decisions of the HUN-REN Steering Committee, and the internal regulations of HUN-REN and the Research Centre;
 23. is responsible for maintaining ongoing contact with HUN-REN’s leaders and 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;
 24. ensures the development of HUN-REN’s objectives, mission, tasks and operations, and, for the purpose of monitoring its activities, ensures the provision of data requested by the President and Chief Executive Officer of HUN-REN or by the central organisational units. Ensures the Research Centre’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;
 25. exercises the rights of ownership, founder, supervision and participation, in accordance with legislation or agreements, over the business associations subject to the exercise of

- ownership rights by HUN-REN SZBK, a right which may not be delegated to another manager of HUN-REN SZBK;
26. is responsible for all matters assigned to his remit by law, internal regulations, or the President of HUN-REN in his capacity as employer.
 4. In the event of circumstances that may give rise to disqualification due to the Director-General's absence, incapacity or conflict of interest – unless otherwise provided for by law, HUN-REN's internal regulations, the HUN-REN SZBK SZMSZ or a specific decision by the Director-General provide otherwise – the Deputy Director-General shall generally and with full authority deputise for the Director-General in all his duties (scientific management and organisational management) and in representing the Research Centre. The Director General may also be deputised in certain matters by the Director or another senior manager of the Research Centre, in accordance with his or her duties and powers, on the basis of legislation, HUN-REN's internal regulations, the Rules of Procedure of the HUN-REN SZBK, 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 SZBK SZMSZ – to another manager of the Research Centre; 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 SZBK Rules of Procedure, specifying the scope of authority and the exact nature of the task to be performed.

Section 2. Other managers of the Research Centre

1. Other (organisational) managers of HUN-REN SZBK: the Deputy Director-General, the Directors, and the Head of the Director-General's Secretariat. 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.
2. The independent academic organisational units of HUN-REN SZBK (e.g. institutes, centres, etc.) (hereinafter: academic organisational units), as well as its independent organisational units performing technical and operational functions that assist and support academic work (e.g. departments, groups, etc.) (hereinafter: operational organisational units) are headed by a manager.
3. The head of a department operating as an independent organisational unit is the head of department, whilst the head of a group operating as an independent organisational unit within a department is the group leader.
4. Where relevant within the organisation, the head of a scientific research group operating as an independent or non-independent organisational unit within the scientific institute is the research group leader.

Section 3. The Deputy Director-General

1. The Deputy Director-General is the Director-General's general deputy in all his duties (scientific management and organisational management) and in representing the Research Centre.
2. The Deputy Director-General shall represent the Research Centre before public authorities, other institutions, economic operators and private individuals in matters falling within his or her remit, unless the Director-General has issued a written instruction to the contrary. 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 SZBK Organisational and Operational Regulations, the Deputy Director General may head and manage independent organisational units and may exercise employer's rights over the employees of these organisational units in accordance with the provisions of the HUN-REN SZBK Organisational and Operational Regulations and Appendix 2 thereto.
4. In the performance of his duties, the Deputy Director-General cooperates continuously with the directors and the heads of the 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 SZBK SZMSZ.

4.§ The Directors

1. Directors responsible for scientific and operational areas operate within HUN-REN SZBK. The following directors are employed at HUN-REN SZBK: Scientific Director, Financial Director.
2. The directors – subject to the decision of the Director-General and unless otherwise provided for in the HUN-REN SZBK Rules of Procedure – carry out their work under the direction and supervision of the Director-General. The director may independently represent the Research Centre within the scope determined by the Director-General.
3. The directors are obliged to cooperate continuously with one another and with the Deputy Director-General, and to keep the Director-General informed.
4. The Director may exercise employer's rights over the heads and employees of the organisational units under his or her management and supervision in accordance with the provisions set out in the HUN-REN SZBK Rules of Procedure and Appendix 2 to the HUN-REN SZBK Rules of Procedure.
5. The Director manages and supervises the work of the organisational units under his or her authority, their heads, and the employees belonging to those organisational units.

6. The core research unit of the Research Centre is the scientific institute, which is headed by the institute director. The scientific director is responsible for planning and managing the scientific institute's strategy, priorities and research activities in line with the Research Centre's objectives and tasks; ensuring research infrastructure and research effectiveness; promoting the utilisation of research results; supporting 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 discipline in the workplace.
7. The Financial Director is responsible for managing and overseeing the financial and administrative activities of HUN-REN SZBK, in particular tasks relating to financial and administrative 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.
8. The Financial Director – 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 Centre's resources. To this end, he or she proposes measures to facilitate this and the issuance of the Director-General's internal regulations, and takes measures or calls for measures to be taken within the Research Centre.
9. Unless otherwise provided for in the detailed rules concerning the management and organisational units of the Research Centre, as set out in the Annex to the HUN-REN SZBK Rules of Procedure, the Financial Director shall direct and supervise the Research Centre's tasks relating to legal and personnel matters.
10. With regard to the Financial Director's rights and responsibilities not mentioned in the HUN-REN SZBK Rules of Procedure, the provisions of the relevant legislation shall apply.
11. The Deputy Director-General may also direct and supervise the work of the Financial Director, at the discretion of the Director-General, in accordance with the detailed rules set out in the Annex to the HUN-REN SZBK Rules of Procedure. The Financial Director 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.
12. The financial director, 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 Centre's approved plans, or to the transfer or sale of the Research Centre's tangible assets.
13. The employment of the Research Centre's staff, the amendment of employment contracts and the termination of employment are subject to the financial countersignature of the Financial Director.

14. The detailed duties and powers of the directors, as well as the rules applicable to the organisational units they manage and supervise, are set out in the Annex to the HUN-REN SZBK's Rules of Procedure.

Section 5. The Head of the Director-General's Secretariat

1. The Head of the Director-General's Secretariat (hereinafter: Head of Secretariat) carries out his or her duties under the direction and supervision of the Director-General.
2. The Head of the Secretariat supports the Director-General's work and contributes to ensuring the scientific and operational functioning of the Research Centre. Their duties include preparing the Director-General's decisions, coordinating the Research Centre's administrative activities, monitoring the functioning of the Research Centre's bodies and committees, facilitating communication within the Research Centre, supporting cooperation between organisational units as required, and coordinating the implementation of tasks entrusted to them by the Director-General. Assists with grant application processes and is responsible for coordinating information, data provision and reports to be prepared for HUN-REN and other organisations.

Section 6: Heads of other organisational units

1. The rules governing the heads of other scientific and operational organisational units operating within the Research Centre are set out in the Annex to the HUN-REN SZBK Rules of Procedure.

CHAPTER III

PROFESSIONAL AND FUNCTIONAL RELATIONSHIPS AND MANAGEMENT

Section 1: Liaison and cooperation

1. As a general rule, the Director-General shall maintain relations with the leaders of HUN-REN, its 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 representation of the Research Centre.
2. On behalf of and in the name of the Research Centre – as set out in the HUN-REN SZBK Rules of Procedure or by authorisation of the Director-General – the Deputy Director-General, the directors, the Head of the Director-General's Secretariat, as well as the heads of other independent organisational units and designated staff members. Where such matters are discussed with partners, the Director-General and the Director-General's Secretariat shall be informed as necessary.
3. The Director-General shall ensure that the organisational units of the Research Centre maintain continuous professional contact with the heads and central organisational units of HUN-REN, and that in the course of their activities they fully comply with the professional guidelines governing operations, 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 practices and the principle of networking.

4. The Research Centre's Director General may lay down detailed rules for maintaining contact 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 Centre's internal regulations

1. The Research Centre's internal regulations are normative or specific provisions setting out the detailed rules governing the Research Centre'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 HUN-REN internal regulations. 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 Board and exclusively in accordance with the provisions thereof, contains an amendment or addition to the decision of the Governing Board;
 - b) a regulation, which is a regulatory or management instrument issued by the Director-General or the Director, establishing, amongst other things, generally applicable, binding rules concerning the operation, activities, code of conduct or procedural rules of HUN-REN SZBK, 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 mandatory rules and institutional procedures;
 - d) an instruction, which is a regulatory document 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 SZBK, unless otherwise provided.
5. Rules binding on HUN-REN SZBK employees must be published on the Research Centre's internal website or employees must be informed of them by other customary means.

3.§ Initiating decisions by the Director-General, procedure for preparing proposals

1. The preparation of a given internal regulation or decision shall be the responsibility of the organisational unit competent in accordance with its tasks and powers, or of 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 in accordance with the official chain of command. If the proposal has economic, financial or resource management implications, the involvement of the Director of Finance is mandatory; if it involves direct payment, the Director of Finance's countersignature confirming the availability of funds is mandatory.
3. The Director-General may delegate his or her decision-making and approval powers to another senior manager of the Research Centre in accordance with the provisions of the HUN-REN SZBK Rules of Procedure. In such cases, the Director-General must be informed of any measures taken within the scope of the delegated powers.

CHAPTER IV

ORGANISATION OF THE RESEARCH CENTRE

Section 1. The organisational structure of HUN-REN SZBK

1. The organisational units of the Research Centre shall operate within the scope of their tasks and powers as defined in the HUN-REN SZBK's Rules of Procedure, in accordance with the legislation in force at any given time and within the framework of the internal regulations of HUN-REN and the Research Centre. The scientific organisational units shall carry out their research activities whilst respecting the freedom of research.
2. The Research Centre is organised into scientific organisational units, namely scientific institutes and other scientific organisational units operating as independent organisational units (e.g. scientific institute, centre, etc.) (hereinafter referred to as 'scientific organisational units'), as well as independent organisational units performing technical and operational functions that assist and support scientific work (e.g. department, secretariat, group) (hereinafter referred to as 'operational organisational units'). Scientific research groups operate within scientific institutes; 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 Centre of the Hungarian Academy of Sciences (), 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 by the Director-General or, depending on their nature, by another senior manager of the Research Centre, based on a decision. Members of the research group participate in the fulfilment of the research institution's objectives, mission and strategy, and strive for scientific excellence and results.

4. Ad hoc research groups or project teams 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 specific research objectives set out in a domestic and/or international call for proposals, or in a grant agreement, sponsorship agreement, agreement with a donor, or other agreement or initiative. The project group shall consist of persons meeting the eligibility criteria and shall carry 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 SZBK

1. The scientific organisational units of HUN-REN SZBK:
 - 1.1. Its scientific institutes:
 1. Institute of Biophysics
 2. Institute of Biochemistry
 3. Institute of Genetics
 4. Institute of Plant Biology
 - 1.2. Other scientific units operating as independent organisational units:
 1. Complex Molecular and Cell Biology Service Centre
 2. BNL Support Organisation
2. A list of the operational organisational units of HUN-REN SZBK is contained in the Annex to the HUN-REN SZBK Rules of Procedure.
3. The detailed tasks of the scientific and operational organisational units of the HUN-REN SZBK, as well as the rules governing their management and supervision, are set out in the Annex to the HUN-REN SZBK's Rules of Procedure, whilst the organisational chart of the HUN-REN SZBK is contained in Appendix 1 to the HUN-REN SZBK's Rules of Procedure.

3.§ General rules governing the Research Centre's governing bodies, committees and consultative

General rules concerning the Research Centre's bodies, committees and consultative

1. The Director-General is assisted by bodies or committees with the power to give opinions and make proposals on matters relating to the Research Centre's activities, operation 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 SZBK include, in particular, the Board of Directors (abbreviated as IgT), the external advisory body, and other committees as set out in the annex to the HUN-REN SZBK Rules of Procedure.
4. The Director-General or another senior manager of HUN-REN SZBK may convene consultations, working meetings or ad hoc committees for the purpose of preparing, , and implementation, and may – where regular meetings are justified – propose to the Director-General the establishment of a standing or ad hoc committee.

CHAPTER V

INTERPRETATIVE PROVISIONS

In the application of the HUN-REN SZBK 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 Body, 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 management and and supervision of the President and the Chief Executive Officer, and which perform network-level professional, strategic, management, coordination, planning, financial management, operational and support tasks in accordance with the objectives and mission of HUN-REN as a research network, 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 research institutions with independent legal personality that do not operate as organisational units under the HUN-REN Act.
3. The HUN-REN SZBK Rules of Procedure: refers to the main text, annex and appendices of the HUN-REN SZBK Rules of Procedure. The annex and appendices to the HUN-REN SZBK Rules of Procedure must not contain provisions that conflict with the main text of the HUN-REN SZBK Rules of Procedure. In the event of any conflict, the provisions of the main text of the HUN-REN SZBK Rules of Procedure shall prevail.

CHAPTER VI

FINAL PROVISIONS

1. Amendments to the HUN-REN SZBK 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 SZBK, with the written consent of the President and Chief Executive Officer of HUN-REN, to amend the HUN-REN SZBK Rules of Procedure as necessary – in order to ensure the efficiency of the operation and management of HUN-REN SZBK, and to ensure organisational suitability for new tasks and challenges – to amend the annexes or appendices to the HUN-REN SZBK’s Rules of Procedure as necessary. Such amendments to the annexes and appendices of the HUN-REN SZBK’s Rules of Procedure must be issued by the Director-General in the form of a resolution.
3. The powers delegated to the Director-General shall not affect the Governing Board’s right to amend the annexes or appendices to the HUN-REN SZBK Rules of Procedure itself by means of a resolution, by temporarily reclaiming such powers. The Director-General shall ensure that the HUN-REN SZBK’s Rules of Procedure, as currently in force, are published in a consolidated form on the HUN-REN SZBK website and that a copy is sent to the Chief Executive of HUN-REN.
4. The Annex to the HUN-REN SZBK Rules of Procedure contains detailed rules concerning the organisation and organisational units of HUN-REN SZBK, as well as its bodies and committees.
5. The Director-General may lay down rules of procedure containing further detailed rules relating to the individual organisational units of the HUN-REN SZBK, as well as its 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.
6. Upon the adoption of the HUN-REN SZBK Rules of Procedure, the Rules of Procedure of the HUN-REN SZBK adopted on 27 March 2025 shall cease to have effect.
7. Upon the adoption of the HUN-REN SZBK Rules of Procedure, internal HUN-REN SZBK regulations issued on the basis of the HUN-REN SZBK Rules of Procedure adopted on or before 27 March 2025 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.
8. These Rules of Procedure of HUN-REN SZBK shall enter into force on 1 April 2026, with the exception of Section 8(13) of Chapter I, which shall enter into force on 1 January 2027.

Budapest, 25 March 2026

Annex to the Organisational and Operational Regulations of the HUN-REN SZBK:

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

Appendices to the Organisational and Operational Regulations of HUN-REN SZBK:

Appendix 1: Organisational chart of HUN-REN SZBK

Appendix 2: Procedure for the delegation of certain employer's powers by the Director-General of the HUN-REN SZBK

Appendix 3: List of research groups operating within the HUN-REN SZBK

ANNEX
**to the Organisational and Operational Regulations of the HUN-REN Biological
Research Centre, Szeged**

**DETAILED RULES CONCERNING THE ORGANISATION OF THE HUN-REN
SZEGED BIOLOGICAL RESEARCH CENTRE,
ITS ORGANISATIONAL UNITS, GOVERNING BODIES AND COMMITTEES**

CHAPTER I

THE ORGANISATIONAL STRUCTURE OF THE HUN-REN SZBK

SECTION 1: Organisational Units OF THE HUN-REN SZBK

1. The HUN-REN SZBK consists of scientific organisational units and operational organisational units.
2. The scientific organisational units of the HUN-REN SZBK operating under the direction and supervision of the Director-General:
 - 2.1. The scientific institutes:
 1. Institute of Biophysics
 2. Institute of Biochemistry
 3. Institute of Genetics
 4. Institute of Plant Biology
 - 2.2. Other scientific units operating as independent organisational units:
 1. the Complex Molecular and Cell Biology Service Centre
 2. the BNL Support Organisation
3. The operational organisational units of HUN-REN SZBK:
 - 3.1. The Director-General's Secretariat, which operates under the direction and supervision of the Director-General and is headed by the Head of Secretariat, comprising the following groups:
 1. HR Group
 2. Travel Group
 3. Tender and Innovation Group
 4. Library and Digital Printing
 5. Systems Administration Group
 - 3.2. The Economic, Technical and Operational Organisation, which is under the supervision of the Director-General and managed and overseen by the Director of Finance, comprises the following departments:
 1. Procurement and Supply Department
 2. HR Administration, Payroll and Labour Relations Department
 3. Technical Department

4. Finance and Controlling Department
 5. Accounting Department
 6. Operations Department
4. The organisational chart of HUN-REN SZBK is contained in Appendix 1 of the HUN-REN SZBK Rules of Procedure.
 5. The scientific research groups operating within HUN-REN SZBK are listed in Appendix 3 of the HUN-REN SZBK Rules of Procedure.

CHAPTER II

DUTIES OF THE DEPUTY DIRECTOR-GENERAL

1. The Deputy Director-General shall assist the Director-General in the performance of his or her duties, and in doing so shall, in particular:
 - a) coordinates work within the Research Centre and prepares decisions for the Director-General, including on scientific strategy, the setting of research priorities, the exploitation of research results and matters relating to researchers' careers, and ensures 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 Centre'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 Centre, 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 Centre;
 - f) participates in public relations, the promotion of science and research, and communication.

CHAPTER III

THE TASKS, OPERATION AND MANAGEMENT OF THE ORGANISATIONAL UNITS OF THE HUN-REN SZBK

TASKS, OPERATION AND MANAGEMENT OF THE SCIENTIFIC ORGANISATIONAL UNITS OF THE HUN-REN SZBK

Section 1: General Rules Governing Scientific Institutes

1. Within the Research Centre, the scientific institute conducts basic and applied research in the main thematic areas of its scientific field, as well as research and development activities. The tasks of the scientific institutes, taking into account the objectives and mission set out in the HUN-REN Act, are to organise and carry out scientific research in their respective fields, to record, utilise and disseminate research results, to contribute to the training of the

next generation of researchers, participating in the acquisition and proper use of research funding, and in the accounting for such expenditure.

2. The scientific institute is headed by the scientific director. The scientific director carries out their work under the direction and supervision of the director-general. The individual research institutes are on an equal footing with one another. The director of the research institute shall generally arrange for his or her replacement by specifying in writing the exact scope of authority and responsibilities. The director of the institute is obliged to notify the Director-General and the Financial Director of the identity of the replacement.
3. The scientific institute is composed of scientific organisational units (scientific research groups). Within the scientific institute, the scientific organisational units are on an equal footing with one another.
4. The task of the scientific institutes is, in accordance with the objectives and mission of the HUN-REN Act, to carry out the Research Centre's scientific tasks at the institute level and, within this framework, in particular:
 - a) the preparation, scheduling and implementation of the HUN-REN SZBK's scientific strategy, research objectives, key thematic priorities and research plans, as well as making proposals regarding strategy and conceptual issues within their field of science;
 - b) conducting scientific research in the main research areas specified in the HUN-REN SZBK's founding charter, in accordance with research plans approved under the HUN-REN Act and the internal regulations of HUN-REN and HUN-REN SZBK, and fulfilling the provisions 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 contacts with international academic institutions, enhancing 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 participation 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 control 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 HUN-REN SZBK 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 financial conditions for research work;
 - l) protecting assets provided for the use of the HUN-REN SZBK 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, and to this end, preparing professional content for communication purposes.

5. The director of the scientific institute is responsible in particular for:

1. in accordance with the objectives and tasks of HUN-REN SZBK, defining the scientific institute's research strategy, research objectives and thematic priorities, as well as planning and directing the scientific institute's research activities; organising, managing and monitoring their practical, effective and cost-efficient implementation;
2. prepares the research plans of the research institute, encourages and monitors their implementation, and ensures the proper and efficient operation of the research infrastructure;
3. assists and encourages the achievement of performance targets at institute level;
4. participates in the annual setting and fulfilment of the HUN-REN SZBK KFSZ's performance indicator targets, and participates in the KFSZ monitoring process;
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. encourages the use of state-of-the-art technologies in line with the latest methodological and technological principles;
7. maintains contact with domestic and foreign researchers and organisations, deepens and expands international relations and cooperation within the Institute's field of science, encourages international activities, events, and participation in such events, and authorises professional travel abroad for the institute's researchers, subject to the prior approval of the Director-General where the financial resources of HUN-REN SZBK are utilised;
8. participates in the professional development of HUN-REN SZBK researchers, in the application and promotion of the researcher career model, monitors and evaluates performance, and enforces quality assurance requirements;
9. supervises and holds to account the staff under their direct supervision;
10. makes recommendations regarding the establishment, amendment or termination of the employment relationships of the research institute's staff, and exercises the employer's rights in accordance with Appendix 2 of the HUN-REN SZBK Rules of Procedure, as determined by the Director-General;
11. ensures full compliance with and enforcement of work discipline;
12. promotes the academic development of the research institute's staff, with particular regard to the attainment of academic degrees and the improvement of language skills;
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 research institute's professional work and to providing information to the print and electronic media in accordance with the HUN-REN communication guidelines;
14. ensures the lawful, proper and economical use of assets held or managed by the research institute, as well as the resources entrusted to it, and safeguards these assets in cooperation with the Financial Director;
15. prepares the research institute's research contracts in cooperation with the financial director and submits them to the director-general for approval;

16. ensures the organisation and performance of research-related and other administrative tasks;
 17. reports regularly on the scientific work of the research institute and the implementation of its research programme, as well as preparing work plans and providing data;
 18. monitors the implementation of and compliance with health and safety and fire safety requirements and regulations;
 19. makes recommendations to the Director-General on professional, financial and operational matters affecting HUN-REN SZBK as a whole;
 20. is responsible, in accordance with the relevant legislation, for the fulfilment of obligations and for the execution and professional and thorough performance of ad hoc tasks assigned by the Director-General.
6. A non-autonomous organisational unit found in every scientific institute, operating under the direction and supervision of the director of the scientific institute, is the Scientific Institute Secretariat and Finance Group, which performs administrative, coordination and operational tasks related to the institute's functioning within the given scientific institute. In addition to general secretarial duties, the Scientific Institute Secretariat and Finance Group also performs administrative, coordination and operational tasks relating to the management of the budgetary framework allocated to the scientific institute. With regard to staff performing financial management tasks, the Financial Director of HUN-REN SZBK exercises functional professional supervision, oversight and control.

Section 2: Institute of Biophysics

1. The objective of the Institute of Biophysics is to interpret biological systems and processes from a physical perspective, to investigate the physical properties of biological materials, and to develop biotechnological and biomedical applications.
2. The main research areas of the Institute of Biophysics are: the relationship between structure and function in biological macromolecules and membranes, microfluidics, micromanipulation, chip-based devices, biosensors and bionanoscience, and the regulation of the nervous system, the neurovascular unit and other cell layers forming interfaces.
3. The Institute of Biophysics is organised into research groups.

3.§ Institute of Biochemistry

1. The objective of the Institute of Biochemistry is to investigate the molecular details of biological processes using biochemical, molecular and other modern methods, and to promote the application of the results in medical biology and biotechnology.
2. The main research areas are: molecular stress, microbial evolution and genomics, gene regulation, and central nervous system receptors.
3. The Institute of Biochemistry is organised into research groups.

4.§ Institute of Genetics

1. The objective of the Institute of Genetics is to investigate the molecular mechanisms of inheritance in various model organisms.
2. The main areas of research are the genetic regulation of development and immunity, the study of the mechanisms of intracellular transport and their significance at the organismal level, the structural and functional investigation of chromosomes, and research into DNA repair processes.
3. The Institute of Genetics is organised into research groups.

5.§ Institute of Plant Biology

1. The objective of the Institute of Plant Biology is the identification and high-quality investigation of genes and molecular mechanisms governing light perception, the utilisation of light energy, development, stress responses and symbiotic interactions in plants, algae and cyanobacteria, as well as the promotion of biotechnological applications of the results.
2. The Institute of Plant Biology is organised into research groups.

Section 6. The Complex Molecular and Cell Biology Service Centre

1. The main task of the Complex Molecular and Cell Biology Service Centre is to efficiently manage and operate the Research Centre's existing equipment, and to make it available for use by external third parties by entering into appropriate agreements. It is also responsible for recording, monitoring and servicing the existing equipment.
2. The Head of the Centre is managed and supervised by the Director-General, who exercises employer's rights over him. The Head of Department exercises employer's rights, within the scope of delegated authority, in respect of all employees belonging to the Centre.
3. The Centre operates in teams. The teams are led by a team leader, whose activities are directed by the Head of Department of the Centre.
4. The group leader performs their duties in a managerial role but not as a senior employee and does not exercise employer's rights.
5. The Centre's rules of procedure, the names of the groups comprising the Centre and their specific tasks are set out in the Centre's rules of procedure.

Section 7: The National Biotechnology Laboratory (BNL) Support Organisation

1. The National Biotechnology Laboratory (BNL) Support Organisation is a two-member organisational unit established to support the tasks of the National Biotechnology Laboratory, for the duration of the BNL's existence or until the end of the maintenance period stipulated by the grant application relating to the BNL.
2. The tasks of the BNL Support Organisation include, in particular:

- a) to take a position on legal issues relating to the operation of the National Biotechnology Laboratory;
 - b) to perform financial management tasks in connection with the operation of the National Biotechnology Laboratory – in cooperation with the Economic, Technical and Operational Organisation – and, in this context, in particular: to prepare grant accounts and draw up a budget plan;
 - c) assists in the compilation of technical reports;
 - d) maintains contact with business partners involved in the project;
 - e) provides professional support in the field of industrial property rights and actively participates in individual industrial property rights procedures – in cooperation with the Director-General’s Secretariat, taking into account the Research Centre’s regulations on the management of intellectual property, and
 - f) takes a stance on management issues and provides professional assistance.
3. The BNL Support Organisation is managed directly by the Director-General, who is the head of the National Biotechnology Laboratory.
 4. The BNL Support Organisation shall be automatically dissolved upon the expiry of the period specified in Section III.7(1), without the need for any further legal action.

CHAPTER IV

TASKS, OPERATION AND MANAGEMENT OF THE OPERATIONAL UNITS OF HUN-REN SZBK

OPERATIONAL ORGANISATIONAL UNITS OPERATING UNDER THE DIRECTION AND SUPERVISION OF THE DIRECTOR-GENERAL

1. § Director-General’s Secretariat

1. The Director-General’s Secretariat is an independent organisational unit headed by the Head of the Secretariat. The activities of the Head of the Director-General’s Secretariat are directed and supervised by the Director-General.
2. The specific tasks of the Director-General’s Secretariat are:
 1. assisting the Director General in his work, organising his meetings and public appearances, and contributing to the smooth running of the Research Centre;
 2. preparing the Director-General’s decisions and coordinating the Research Centre’s administrative activities;
 3. performing general institutional coordination tasks, and initiating cooperation and consultation between organisational units;
 4. performing secretarial duties at board meetings, in particular making audio recordings and assisting in the preparation of the minutes;
 5. responsibility for coordinating the adaptation and integration of corporate management systems to be introduced across the entire HUN-REN network, in line with HUN-REN’s preliminary written guidelines, and for reporting any issues;

6. maintains ongoing contact with the Financial Director and the scientific institutes, as well as with other organisational units of the Research Centre;
7. maintains ongoing contact and cooperates with the management of HUN-REN and the Centre's organisational units;
8. coordinates the harmonisation of information, data provision and reports to be prepared for HUN-REN and other organisations;
9. receiving, sorting and forwarding postal items received by the Director-General to the relevant organisational units; opening postal items and preparing them for action; filing; using office applications; typing; electronic correspondence; correspondence in Hungarian and English;
10. organising the Director-General's domestic and international travel;
11. managing the Research Centre's external and internal academic relations;
12. assisting with the Research Centre's welfare and social decisions and their implementation;
13. managing administrative matters relating to flats allocated to tenants by the Research Centre and flats rented by the Research Centre, taking into account written proposals from the Scientific Director and in accordance with the regulations governing the use of flats;
14. coordinating immigration matters for foreign nationals working at the Research Centre's scientific institutes and maintaining contact with them;
15. organising foreign affairs, travel arrangements and the reception of the Director-General and other visitors;
16. authorising external events;
17. responsibility for the Research Centre's document management and the development of relevant rules;
18. maintaining a register of the Research Centre's internal regulations;
19. exercising employer's rights within the scope of delegated authority in respect of all staff members belonging to the Director-General's Secretariat;
20. assisting in the Research Centre and its scientific institutes' scientific relations with domestic and foreign individuals and organisations without legal personality, and managing the related administrative tasks;
21. assisting in the preparation of information and reports required by HUN-REN or other organisations;
22. organising tasks related to scientific training courses and events, and participating in and coordinating public relations matters;
23. developing and managing the Research Centre's internal and external communications, in line with HUN-REN's communication strategy and principles;
24. concluding contracts with media representatives;
25. coordinating the Research Centre's annual scientific event, the Straub Days;
26. overseeing matters relating to the further training and education of the Research Centre's staff;
27. assisting with grant application processes, and coordinating information, data provision and reports to be prepared for HUN-REN and other organisations;
28. coordinating the application to the Board of Trustees of the Qualitas Biologica Foundation and the administrative procedures relating to the Research Centre's grant from the Hotchkiss Foundation;
29. preparing the Research Centre's informational publications;
30. submitting annual reports to the Director-General and the Board of Trustees;

31. coordinating intellectual property management in accordance with the regulations governing intellectual property management;
 32. compliance with and enforcement of legal provisions relating to the utilisation of national data assets, in accordance with legislation and the regulations of HUN-REN and the Research Centre;
 33. managing and coordinating tasks relating to research organisation, the publication repository and academic administration;
 34. carrying out coordination tasks relating to the management of research data, and preparing regulations on the management of research data;
 35. recording the Research Centre's scientific publications and citations, and preparing the relevant reports;
 36. performing certain additional tasks of key importance to the Research Centre and the network as a whole, such as research data management tasks, data protection liaison tasks, AI ambassador tasks and tasks related to KFSZ monitoring;
 37. performing other tasks as assigned by the Director-General.
3. The Director-General's Secretariat carries out its activities in teams led by team leaders. The activities of the team leaders are directed by the Head of the Director-General's Secretariat.

Section 2: HR Group

1. The main tasks of the HR Group are:
- a) assisting in the organisation of the Research Centre's annual scientific event, the Straub Days,
 - b) issuing residence and work permits for researchers and employees from third countries and the EU, concluding hosting agreements, and handling administrative procedures relating to notifications to and from government offices, the immigration office and other authorities, as well as liaising with the authorities,
 - c) maintaining educational records,
 - d) administrative tasks relating to the tendering of flats rented by the Research Centre or subject to the right to designate tenants, coordinating with the Operations Department regarding the use of flats, handling matters relating to housing construction loans, liaising with IKV Zrt. and the Local Government of Szeged to submit reports,
 - e) advertising vacancies, managing CVs;
 - f) initiating employee onboarding and offboarding processes,
 - g) preparing job descriptions for staff employed in the Director-General's Secretariat, maintaining records of job descriptions for HUN-REN SZBK employees, maintaining related personnel records, and safeguarding relevant documents,
 - h) recording and organising employee appraisals,
 - i) preparing and recording contracts for PhD students, research assistants and work placement students, and maintaining the associated educational records.
2. The HR Group carries out its duties in close cooperation with all organisational units of the Research Centre.

3. Travel Group

1. The main tasks of the Travel Group are:
 - a) handling all matters relating to overseas travel for the entire Research Centre in accordance with applicable legislation and internal regulations;
 - b) arranging overseas travel ordered by the scientific directors, including in particular preparing authorisations, utilising the allocated budget, assisting with registrations, settling participation fees, making bookings, purchasing tickets (train, bus) and arranging airport transfers;
 - c) in the case of travel by private car, carrying out the necessary financial and administrative tasks and handing over the documents to the Finance Department;
 - d) carrying out financial and administrative tasks relating to business trips and travel abroad, and handing over the completed documents to the Finance Department, as well as to the HR Administration, Payroll and Labour Relations Department;
 - e) carrying out administrative tasks relating to invoices for overseas travel, both on paper and electronically;
 - f) providing the data required for personal income tax arising from travel;
 - g) organising accommodation, other provisions and hospitality for official guests visiting the Research Centre (excluding professional programmes);
 - h) cooperating and liaising with the GMÜSZ Finance Group regarding financial matters and accounting issues related to travel and hospitality.

Section 4: Tender and Innovation Group

1. The main tasks of the Grant and Innovation Group are:
 - a) providing grant advice, consultation, project planning and relevant information for the Research Centre;
 - b) compiling domestic, international and EU grant applications as required, checking the completeness of application materials, and assisting with the drafting and submission of applications where necessary;
 - c) overall institutional coordination of grant and project activities; maintaining contact with HUN-REN's central organisational units for the purpose of knowledge sharing; preparing, submitting and implementing the research institution's successful grant applications, as well as managing their financial and technical aspects; handling patent matters: maintaining records in accordance with the regulations on intellectual property management, liaising with patent attorney firms, and cooperating with the Intellectual Property Committee;
 - d) providing advice on professional and legal matters relating to applications, as well as matters concerning intellectual property rights, patents, trade marks and other intellectual creations, and other innovations;
 - e) performing innovation management tasks in accordance with the regulations on the management of intellectual property.

Section 5: Library and Digital Printing

1. The main tasks of the Library and Digital Printing Office are:
 - a) assessing researchers' needs and providing information regarding services;

- b) ordering databases, journals, specialist books and equipment; cataloguing them; handling complaints regarding orders;
- c) convening the library committee, taking minutes, and submitting proposals to the Head of the Library;
- d) carrying out inventory and weeding of library materials;
- e) ensuring that documents are available for on-site use;
- f) handling library and inter-library loans;
- g) collecting press articles published in connection with the Research Centre;
- h) preparing an annual statistical report;
- i) the library continuously records and updates the unified bibliography and citations of the institutes and researchers of HUN-REN SZBK in the MTMT database; furthermore, it ensures uploads to the REAL repository;
- j) providing scientometric data (impact factors, subject-area journal rankings (D-Q classifications), H-index, citation counts, indicators of scientific performance);
- k) supporting and managing Open Access publishing;
- l) applying for ISBN numbers.
- m) Digital Printing services: printing, poster printing, photocopying, scanning, laminating, spiral binding, production of indoor project boards, participation in the production of research centre publications.

2. The Library is a restricted-access specialist library.

Section 6: System Administrator Group

1. Main tasks of the System Administration Group:

1.1. Strategic and regulatory compliance:

- a) Together with the working group designated by HUN-REN, it is responsible for implementing the IT strategy and guidelines of HUN-REN and HUN-REN SZBK within the institute's infrastructure.
- b) Ensures compliance with the provisions of the IT Security Policy (IBSZ) and adherence to central regulations.

1.2. Infrastructure and Operations:

- a) Responsible for the planning, operation, maintenance and development of the institute's entire IT infrastructure.
- b) Ensures the continuous and secure operation of central IT services, as well as their monitoring; operates the website, providing the technical IT support for regular updates in this regard; cooperates with research institutes and other organisational units during the updating of the website's scientific or other – non-IT – professional content;

1.3. User support and services:

- a) Ensures the operational continuity of the IT environment and equipment necessary for employees to carry out their work.
- b) It provides technical support in resolving user issues and offers advice on IT procurement and development.

1.4. Collaboration and project support:

- a) It supports the implementation of IT requirements and resource planning for research projects through professional consultation and planning.

- b) It works closely with the IT Security Officer (IBF) on incident management and security measures, and coordinates the professional activities of the asset managers within the organisational units.

OPERATIONAL ORGANISATIONAL UNITS OPERATING UNDER THE MANAGEMENT AND SUPERVISION OF THE FINANCE DIRECTOR

Section 7. The Financial, Technical and Operational Organisational Unit; the duties of the Financial Director

1. The Financial, Technical and Operational Organisational Unit (hereinafter referred to as GMÜSZ for the purposes of this chapter) is the organisational unit responsible for the operation of the Research Centre, the organisation and management of its finances, the performance of tasks relating to the use and protection of assets, and compliance with financial and accounting regulations.
2. GMÜSZ is headed by the Financial Director, who carries out his or her duties under the direct management and supervision of the Director-General.
3. The main tasks of the GMÜSZ are:

- a) providing input during the determination of the guidelines, frameworks and funding criteria for the Research Centre's business plan and budget for the following year;
- b) coordinating the management of the funds made available to the Research Centre, its own revenue and assets, and carrying out related reporting activities in accordance with the rules of procedure;
- c) preparing the draft business plan, budget and financial statements of the Research Centre;
- d) managing the Research Centre's finances, continuously monitoring the development of its budget, preparing proposals, and organising and managing the accounting and financial system relating to the operation of HUN-REN and, consequently, the Research Centre
- e) representing the Research Centre in economic, labour and welfare matters before HUN-REN, the authorities, other bodies and private individuals, in accordance with the Director-General's decisions and the provisions of internal regulations;
- f) preparing draft internal regulations of the Research Centre on financial and economic matters for decision;
- g) developing and implementing the accounting system and related accounting policies in accordance with internal regulations;
- h) organising the system of documentation and ensuring compliance with documentation requirements within the framework of the options set out in the internal regulations of HUN-REN and HUN-REN SZBK;
- i) participating in the preparation of the financial sections of research plans and grant applications;
- j) supporting audits conducted by external bodies, HUN-REN's internal audit and the HUN-REN Supervisory Board, and preparing and making available the necessary documentation and records
- k) ensuring the full and timely fulfilment of the Research Centre's obligations towards the Hungarian State, its creditors, other bodies and credit institutions, and providing the necessary cover for the fulfilment of such obligations;
- l) calculating the wages due to the Research Centre's employees and ensuring that payments are made accurately and on time;
- m) 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;
- n) cooperating with other managers at the Research Centre.

3. The GMÜSZ shall also:

- a) tasks relating to the implementation of the budget, including compliance with and enforcement of financial discipline, the fulfilment of financial obligations, and the enforcement of claims;
- b) activities relating to the financial and economic planning of the Research Centre's investment and renovation plans;
- c) tasks relating to public procurement and purchasing procedures in accordance with the procurement regulations;
- d) tasks relating to the operation, maintenance and asset management of the Research Centre, including investment, the use, utilisation and protection of assets.

5. The duties of the Financial Director include, in particular:

1. representing the Research Centre in economic, labour and welfare matters before HUN-REN, the authorities, other bodies and private individuals, in accordance with the decision of the Director-General and as specified in the GMÜSZ Rules of Procedure and other internal regulations;
2. ensuring compliance with the provisions of legislation and internal regulations relating to management and financial tasks in the course of the Research Centre's operations, and monitoring their implementation;
3. preparing the Research Centre's business plan, budget and financial statements;
4. ensuring compliance with financial discipline and enforcing it to ensure the implementation of the budget, fulfilling financial obligations, and enforcing claims;
5. financial and economic planning of the Research Centre's investment and renovation plans;
6. protecting the assets owned or used by the Research Centre in cooperation with the scientific directors;
7. coordinating tasks relating to the management of financial and tangible assets;
8. preparing draft internal regulations of the Research Centre on financial and economic matters for decision;
9. preparing internal regulations for decision-making regarding the procedure for issuing documents forming the basis of the Research Centre's accounting and the related administrative procedures;
10. developing and implementing the accounting system and related accounting policies in accordance with the internal regulations;
11. organising the document management system and ensuring compliance with document management procedures within the framework of the options set out in HUN-REN's internal regulations;
12. financial countersigning in accordance with the provisions of the relevant internal regulations;
13. other economic data reporting required by legislation, internal regulations or external bodies (KSH, MNB, NAV, etc.) (e.g. for budgets, applications for additional funding, statistical reports, etc.); participation in the Research Centre's business planning and budget preparation tasks, as well as in the compilation of reports;
14. participating in the compilation of the financial sections of research plans and grant applications;
15. providing regular reports to the Research Centre's organisational units on the use of the financial resources at their disposal;
16. taking action based on findings from audits, in consultation with the Director-General;
17. making proposals regarding the organisation and rules of procedure of GMÜSZ and preparing them for decision;
18. supporting the internal audits of the external body, HUN-REN, and the audits carried out by the HUN-REN Supervisory Board, and preparing and making available the necessary supporting documents and records;
19. ensuring the full and timely fulfilment of the Research Centre's obligations towards the Hungarian State, its creditors, other bodies and credit institutions, and providing the necessary cover for the fulfilment of such obligations;
20. calculating the wages due to the Research Centre's employees and ensuring that payments are made accurately and on time;

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
 22. cooperating with other managers at the Research Centre.
6. The GMÜSZ comprises departments, each headed by a department head. The department head's activities are overseen by the Financial Director.
 7. The general duties of department heads within GMÜSZ are:
 - a) organising and supervising the practical, effective and cost-efficient performance of the tasks of the department under their management;
 - b) managing, supervising and holding to account the staff of the department;
 - c) assisting in the organisation and performance of research-related and other administrative tasks;
 - d) providing regular reports and data on the department's work;
 - e) ensuring full compliance with and enforcement of work discipline;
 - f) making recommendations regarding the recruitment, dismissal or disciplinary proceedings against subordinate staff;
 - g) performing any other duties assigned to them by the Financial Director in their job description or by specific instruction.
 8. The supervisory activities of a department head working within GMÜSZ extend, in addition to professional duties, to the enforcement of work regulations, procedural rules and further requirements relating to the managerial role within the department under their management.
 9. The head of department working within the GMÜSZ is responsible, in accordance with the relevant legislation, for the fulfilment of their obligations; for the execution of ad hoc instructions from the Financial Director; and for the operation of the department under their management.
 10. The GMÜSZ is assisted in the performance of its administrative tasks by the Secretariat, which is a department of the GMÜSZ (hereinafter: the GMÜSZ Secretariat). No head of department may be appointed to lead the Secretariat; its management is carried out by the financial director.
 11. The GMÜSZ Secretariat carries out administrative tasks affecting the GMÜSZ as a whole, as set out in the Rules of Procedure, as well as the following tasks affecting the Research Centre as a whole:
 - a) opening post, filing and archiving;
 - b) maintenance of the software managing the Research Centre's internal information system, the contract register, the financial data reporting system (hereinafter: PIR), and the filing

- system , as well as the integration or commissioning of the integration of continuously arising requirements into the software (performance of administrative tasks);
- c) operating the technical database and registration programme for the registration of technical equipment in buildings;
 - d) recording and forwarding statistical reports;
 - e) forwarding reports electronically;
 - f) performing any other tasks as required by the Financial Director.

Section 8: Procurement and Supply Department

1. The duties of the Procurement and Supply Department are:
 - a) procuring the materials and equipment necessary for professional activities;
 - b) administrative tasks relating to the maintenance and repair of laboratory instruments and equipment;
 - c) daily operational procurement necessary for the institution's operation;
 - d) foreign trade activities and customs administration;
 - e) preparing and conducting public procurement procedures, liaising and cooperating with external public procurement experts, performing tasks related to centralised public procurement, drawing up public procurement plans, and providing data relating to public procurement;
 - f) operating the central warehouse, procuring products falling within the scope of warehouse supply;
 - g) coordinating and managing the transport of goods in cooperation with other organisational units;
 - h) organising the reuse and disposal of redundant equipment and materials;
 - i) assisting in the organisation and running of professional events,
 - j) performing all other duties specified in the rules of procedure approved by the Finance Director.

Section 9: HR Administration, Payroll and Labour Relations Department

1. The main activity of the HR Administration, Payroll and Labour Affairs Department is the performance of HR administrative, labour affairs and payroll management tasks.
2. In addition to the general duties set out in this chapter, the Head of the HR Administration, Payroll and Labour Affairs Department shall perform the following duties:
 1. maintaining contact with academic directors on professional matters and supporting their work;
 2. organising, managing and monitoring record-keeping systems in accordance with the Labour Code and other relevant legislation in force at any given time;
 3. maintaining contact with external bodies (NAV, social security bodies, KSH, SZTE, etc.). With regard to the Hungarian State Treasury, ensuring balanced professional relations;
 4. preparation of data reports, reports, accounts and statistics relating to its professional field

5. ensuring compliance with statutory requirements and the guidelines set by the Director-General and the Institute's Management Board in the Research Centre's payroll management;
6. monitoring data in the KIRA (Centralised Payroll System) and the personnel records system, and providing regular reports to the Financial Director and the Scientific Directors;
7. carrying out HR administrative tasks for the Research Centre as a whole;
8. Making monthly and ad hoc transfers for regular and other payments to be made by the Research Centre;
9. handling the registration of Research Centre employees with the relevant authorities;
10. preparing and submitting monthly and ad hoc employment-related declarations concerning the Research Centre to the various authorities;
11. maintaining ongoing contact with the institute's financial administrators and other organisational units of GMÜSZ;
12. under the supervision of the Financial Director, assisting in the preparation of the Research Centre's short- and medium-term financial plans;
13. organising GMÜSZ events, and planning and organising other events;
14. preparing GMÜSZ's training plan and organising training courses;
15. Participating in the selection of GMÜSZ staff and organising interviews;
16. performing all other duties specified in the rules of procedure approved by the Financial Director.

Section 10: Technical Department

1. The main activity of the Technical Department is the general technical operation of the Research Centre.
2. The Technical Department performs the following tasks:
 - a) tasks relating to architecture and building services engineering (maintenance of internal and external parts of the building);
 - b) the general operation, supervision and maintenance of the Research Centre's headquarters;
 - c) arranging for external or internal contractors to carry out tasks relating to the maintenance of leased, rented and off-site buildings, flats and movable property;
 - d) carrying out technical inspections and supervision of construction and mechanical engineering works carried out by contractors;
 - e) participates in commissioning procedures; coordinates investments and renovations relating to the Research Centre building in cooperation with the Head of the Operations Department;
 - f) provides an on-call service: organises and operates the technical on-call service to ensure the operation, management and supervision of continuously operating equipment;
 - g) manages technical supplies;
 - h) ordering materials and spare parts required for technical tasks,
 - i) organising and monitoring storage and issue;
 - j) assisting with energy management;
 - k) performing all other tasks specified in the rules of procedure approved by the Financial Director.

Section 11: Accounting Department

1. The remit of the Accounting Department includes, in particular:
 - a) conducting professional (functional) audits of the financial activities of the research institutes and the Director-General's Secretariat;
 - b) maintaining the general ledger (suppliers, customers, bank accounts held in foreign currency and Hungarian forints, cash office, miscellaneous tasks, closing tasks);
 - c) maintaining analytical records (inventories, intangible assets and tangible assets, advances for foreign assignments, and other items);
 - d) ensuring the preparation of the Research Centre's financial reports, and the timely fulfilment of data reporting obligations based on accounting records to be submitted to HUN-REN and the Central Statistical Office, as well as data reports to be prepared for other organisations;
 - e) ensuring that data reports for HUN-REN and other organisations are submitted on time;
 - f) participation in the preparation of financial statements;
 - g) maintaining accurate and up-to-date general ledger and analytical records for financial planning and management, and providing data;
 - h) performing all other tasks specified in the rules of procedure approved by the Finance Director.

Section 12: Finance and Controlling Department

1. The main task of the Finance and Controlling Department is to carry out financial and planning tasks related to the Research Centre's management processes.
2. The Finance and Controlling Department shall perform the following tasks:
 - a) performing financial and planning tasks related to the Research Centre's management processes;
 - b) providing professional (functional) support for the economic and financial activities of the scientific institutes and the Director-General's Secretariat;
 - c) developing documentation and administrative processes to ensure the proper functioning of the financial management information system;
 - d) performing tasks related to operational cash management, monitoring the Research Centre's liquidity, and verifying compliance with financial discipline and legislation governing cash management;
 - e) reviewing the previous year's performance data and the findings and recommendations of the internal audit;
 - f) preparing financial and economic regulations for approval;
 - g) maintaining ongoing contact with the Institute's financial administrators and the GMÜSZ units;
 - h) under the supervision of the Financial Director, assisting in the preparation of the Research Centre's short- and medium-term financial plans;
 - i) preparing regular and ad hoc data reports falling within the scope of responsibilities and submitting them by the deadline;
 - j) assisting in the preparation of the annual report;
 - k) performing all other tasks specified in the rules of procedure approved by the Financial Director

3. The Finance and Controlling Department carries out its duties in two groups. The groups are led by group leaders, whose activities are directed and supervised by the Head of the Finance and Controlling Department.

4. The remit of the Finance Group includes, in particular:

- a) monitoring the practical implementation of financial discipline and the laws, regulations and internal rules relating to financial management;
- b) the continuous maintenance of analytical records as required by financial legislation;
- c) fulfilling the Research Centre's financial obligations and managing its cash flow;
- d) maintaining cash-related records and accounts, and ensuring sufficient cash reserves;
- e) handling invoices received and issued by the Research Centre;
- f) ensuring the proper accounting, timely declaration and payment of taxes (excluding taxes and contributions related to personal payments).

5. The Controlling Group shall maintain separate records, in accordance with the internal financial management regulations of HUN-REN and the Research Centre, for each organisational unit and each grant application, detailing the available funds and their utilisation.

6. The main tasks of the Controlling Group in relation to grant applications:

- a) familiarity with the terms and conditions of grant agreements (calls for proposals and guidelines) and accounting requirements;
- b) ensuring that grant records and accounts are maintained and prepared in accordance with the contract;
- c) providing information and professional assistance to researchers and financial administrators at scientific institutes regarding grant agreements;
- d) assisting in the preparation of annexes relating to the conclusion of grant agreements, in the amendment of agreements, and in the handling of missing information and clarifications;
- e) monitoring the process of project expenditure and compliance with regulations, making proposals for the reallocation of funds and amendments to cost estimates;
- f) in the case of accounts involving multiple research institutes, consolidating and standardising the partial accounts prepared by the institutes, and assisting in the compilation of the final accounts;
- g) participating in and representing the Research Centre during on-site and grant audits.

7. The main tasks of the Controlling Group relating to management and planning:

- a) providing professional support for economic planning and financial management, and ensuring that the internal accounting and information systems required for these purposes are supplied with accurate and up-to-date data;
- b) calculating, recording and amending expected revenues in the financial information system by source;
- c) managing the data files and budgets for budget headings, and maintaining existing budget headings;
- d) carrying out monthly reconciliation and control tasks relating to financial management;
- e) preparing reports in line with management requirements.

Section 13: Operations Department

1. The main task of the Operations Department is to ensure the smooth day-to-day running of the Research Centre.

2. The Operations Department performs the following tasks:

1. in cooperation with the Head of the Technical Department, coordinating investments and renovations relating to the Research Centre's building;
2. occupational health and safety, fire safety in accordance with the rules of procedure
3. arranges for periodic safety inspections to be carried out in accordance with statutory requirements, as set out in the rules of procedure;
4. carries out environmental protection and waste management tasks in accordance with the rules of procedure
5. liaising with IT administrators to resolve day-to-day IT issues;
6. providing reception services; operating the access control system,
7. preparing and managing tenancy and usage agreements, organising and recording the use of guest rooms;
8. the use of flats rented by the Research Centre or subject to the right to designate tenants, maintaining contact with IKV Zrt. and the Local Government of Szeged in connection with letting, preparing and recording usage agreements and tenancy agreements, and cooperating with the HR Group in relation to these flats;
9. coordinating the work of caretakers, material handlers, external gardeners and drivers;
10. maintains and arranges for the maintenance of vehicles owned by HUN-REN SZBK, and organises their use;
11. organises, registers and maintains the caravans owned by HUN-REN SZBK and manages their use;
12. ensures the cleanliness of the main building, communal areas (stairwells, lifts, lobbies) and the administrative and technical building;
13. organises internal and external events and provides the necessary technical facilities;
14. participates in inventory and disposal procedures;
15. performs clerical duties (posting, recording paper-based invoices, registering dispatch orders, managing invoices related to services, etc.), and carries out all other tasks specified in the rules of procedure approved by the Finance Director;
16. performing all other tasks specified in the rules of procedure approved by the Financial Director.

Section 14. The scope of duties to be performed within the organisation is of decisive importance for the HUN-REN Network and the Research Centre as a whole

1. The Director-General is responsible for ensuring that key positions within the Research Centre and the network as a whole are filled, and that the relevant duties are carried out within the organisation, either as separate posts or as duties assigned to specific employees. 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 maintaining contact relating to their performance by way of a decision:
 - a) The Innovation Manager is responsible for the management of intellectual property created at the Research Centre and for the protection of intellectual property; they

perform the tasks specified in the regulations governing the management of intellectual property at HUN-REN and HUN-REN SZBK, 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 Centre and for carrying out all tasks related to the protection of those systems; the professional supervisor of their activities is HUN-REN's Chief IT Security Officer.
- c) The data manager's role is to support research data management, in particular by liaising with, advising and being available to researchers at the research institution 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 steward's activities is the head of the HUN-REN data steward network.
- d) The data protection liaison's role is to liaise with the data protection officer jointly appointed by HUN-REN and the research institution – in accordance with HUN-REN's relevant internal regulations – which includes, in particular, the collection and transmission of information regarding the research institution'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 institution'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 Centre's internal and external professional communications, the clear and credible presentation of the Research Centre'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 Centre's website and social media platforms, providing communication support for events and public functions, and fulfilling communication obligations relating to domestic and international projects in accordance with HUN-REN's internal communication regulations or guidelines. The role involves participating in the network working group of HUN-REN's communications managers/staff and following the guidance of its leader.
- f) The role of the AI Ambassador involves carrying out tasks that encourage and facilitate the use of cutting-edge technologies in research, promoting the tools provided under the HUN-REN AI4Impact programme and assisting with their implementation, organising internal training sessions, and supporting research projects that require AI. Participation in the HUN-REN AI Ambassador Network and adherence to the professional guidance 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, the 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

institution, 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 a control environment, risk management system, control activities, information and communication system, and monitoring system applicable at all levels of the Research Centre, taking into account legislation and HUN-REN's internal regulations.

Section 15 Other duties covering the HUN-REN SZBK as a whole

15.1. Biological Safety Officer (hereinafter: BSO): is responsible for the development of and compliance with biological safety rules. The BSO's duties include, in particular:

- a) participating, together with the Research Centre's committees relevant to the subject area, in the development, maintenance and monitoring of safety rules;
- b) monitoring the procurement, use and disposal of biohazardous materials;
- c) organising regular biosafety training sessions for users and all those who come into contact with biohazardous materials;
- d) keeps records of documents relating to biosafety and reports on the Research Centre's biosafety activities at the request of the Director-General;
- e) investigates all personal injuries and incidents attributable to the use of biohazardous materials and reports them to the relevant authorities.

The regulations concerning biohazardous materials are set out in the HUN-REN SZBK Biological Safety Regulations.

15.2. Radiation Protection Officer: draws up the workplace radiation protection regulations and submits them to the Director-General for approval; organises and conducts radiation protection training and courses; ensures the availability of appropriate equipment; and otherwise performs the duties set out in the workplace radiation protection regulations in accordance with the radiation protection manual.

15.3. Legal Adviser: The Legal Adviser is an independent employee operating under the direct supervision of the Director-General, who provides civil and employment law representation and provides legal advice in accordance with the provisions of Act LXXVIII of 2017 on the practice of law, as well as in accordance with the internal regulations of HUN-REN and HUN-REN SZBK and the Director-General's guidelines. The Director-General may not delegate the exercise of his or her authority over the Legal Adviser to any other person.

15.4. Integrity Officer: assists managers and employees in ensuring lawful and ethical operations. Their main tasks are to prevent misconduct, receive and investigate reports, and ensure compliance with ethical standards.

CHAPTER II

DETAILED RULES GOVERNING THE BODIES, COMMITTEES AND OTHER CONSULTATIVE FORUMS OF THE HUN-REN SZBK

DETAILED RULES OF THE BODIES OF THE HUN-REN SZBK

Section 1: Board of Directors

1. The Board of Directors (hereinafter: IgT) is a body comprising the heads of the Research Centre, which assists the Director-General in matters relating to the operation and activities of the Research Centre and has the right to express opinions and make recommendations. The opinions and recommendations of the IgT are not binding on the Director-General.
2. The task of the IgT is to support, through its proposals and opinions, the Research Centre's effective activities and efficient operation in fulfilling the objectives and mission of the HUN-REN Act and the founding documents, and in carrying out the tasks set out in the HUN-REN SZBK's Rules of Procedure, with a view to promoting scientific research, and innovation, and to facilitate the social and economic application of these, as well as to assist the Director-General in matters relating to the operation and management of the Research Centre. His/her duties include participating in the development of the Research Centre's objectives, research strategy and research priorities; in the formulation of plans for meeting the Research Centre'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 Centre's activities and operations may be discussed at the IgT.
3. The permanent members of the IgT are: the Director-General, the Deputy Director-General, the Financial Director, the directors of the scientific institutes, and the Head of the Director-General's Secretariat. Depending on the agenda item, current and former employees of the Research Centre who are full or corresponding members of the Hungarian Academy of Sciences, and a representative of young researchers appointed by the Director-General, may participate in the IgT with the right to consult. The Director-General may invite other persons to attend IgT meetings with the right to participate in discussions, depending on the agenda item, in particular those persons concerned by the specific agenda item.
4. The Director-General shall convene a meeting of the IgT, specifying the agenda items. The IgT shall meet as often as necessary. The Director-General shall convene a meeting of the IgT upon the initiative of a majority of the permanent members specifying the agenda. The Director-General shall determine the agenda of the IgT meeting. Issues proposed by a majority of the permanent members of the IgT must be placed on the agenda by the Director-General. Meetings of the IgT shall be chaired by the Director-General or, in his absence, by the Deputy Director-General, or by a permanent member of the IgT designated by him.
5. The duties of the IgT Secretary shall be performed by the Head of the Director-General's Secretariat. The Director-General shall send the documents relating to the IgT agenda and the minutes of the IgT meeting to the permanent members and those invited to the meeting electronically, via the IgT Secretary. The general rules of document management shall apply to documents relating to the IgT meeting, insofar as the IgT Secretary is responsible for their proper application.
6. The Director-General shall inform the Research Centre's staff and the management of HUN-REN of the agenda and conclusions of the IgT meeting as necessary.

Section 2: External Advisory Board

1. The work of the Research Centre may be assisted by an External Advisory Board (hereinafter: EAB), which shall have the right to make recommendations and give opinions. The Director-General shall decide on the tasks, composition and operating conditions of the EAB.

3.§ Management Board

1. The Management Board (hereinafter: MB) is the Director-General's decision-preparatory and advisory body. At its meetings, it may express opinions and make proposals on all major issues affecting the Research Centre. Its main areas of opinion and recommendation are operational, professional and scientific matters relating to the operation of the Research Centre.
2. The Director-General makes independent decisions on matters within his or her remit based on the discussions at the meeting; the VET's opinion is not binding on the Director-General.
3. The Chair of the VET is the Director-General. In the event that the Chair is unable to attend, the Deputy Director-General shall act in their stead. The Secretary is the Head of the Director-General's Secretariat. Members with voting rights are the Director-General, the Scientific Directors and the Financial Director.
4. Depending on the agenda, other persons may also participate in the work of the VET as invited guests.
5. As a general rule, the Scientific Director is required to attend VET meetings in person. If he is unable to attend, his deputy or a representative may act on his behalf.
6. The tasks of the VET include, in particular:
 - a) discussing issues affecting the operation of the Research Centre as a whole and initiating decisions and the introduction of rules;
 - b) making proposals regarding the allocation of budgetary and investment funds;
 - c) preparing and commenting on the Research Centre's joint economic decisions;
 - d) making proposals regarding the level of the maintenance contribution to be deducted for the given year;
 - e) developing the general principles of employment policy;
 - f) initiating new organisational and structural changes and evaluation systems to promote the scientific performance of the research institutes;
 - g) discussing the organisational and operational rules of the Research Centre and making proposals for amendments to the HUN-REN SZBK's Rules of Procedure.
7. The rules governing the operation of the VET are set out in the VET's rules of procedure.

Section 4: Research Centre Meeting

1. The Research Centre Meeting (hereinafter: RCM) is the forum for the public life of the Research Centre, at which employees in an employment relationship with the Research Centre, as well as PhD students, or those holding a contract of engagement entitling them

to carry out student or research assistant duties, or a contract of engagement entitling them to carry out research work on the premises of the Research Centre, are entitled to attend. The chair of the RC is the Director-General.

2. The SC is convened by the Chair at least once a year; the Chair acts as the presiding officer. The Research Centre community may also initiate the convening of the SC or the inclusion of an item on the agenda. In the case of matters affecting the Research Centre as a whole, the Chair is obliged to convene the General Assembly at the initiative of more than half of the employees employed at the Research Centre; in the case of academic matters, at the initiative of more than half of the employees in academic positions.
3. The Director-General's report delivered at the General Assembly is public and accessible to the Research Centre's employees on the Research Centre's internal website; the Director-General's Secretariat shall ensure its publication.

Section 5: Institute Scientific Council

1. The Institute Scientific Council (hereinafter: ISC) is a body operating within each scientific institute, comprising at least 7 members but, including the Scientific Director, no more than 10 persons, the majority of whose members shall, where possible, hold a PhD or be Academicians. Its chair is the Scientific Director.
2. The members of the ITT are elected for a term of three years by the researchers belonging to the relevant scientific institute. If a member's employment with the Research Centre ceases, steps must be taken immediately to fill the vacancy through a new election. Those who are permanently absent from the Research Centre (for at least six months) are not eligible for election.
3. Meetings of the ITT may be convened either by the Scientific Director or by a simple majority of the members. The ITT passes its resolutions by open vote, by a simple majority.
4. The tasks of the ITT include, in particular:
 - a) expressing opinions on the scientific activities of the scientific institute, preparing strategic decisions, and assisting the Scientific Director in his or her scientific management duties;
 - b) conducting the appraisal procedure for staff employed in scientific roles, and on that basis making recommendations to the Scientific Director regarding their classification;
 - c) hearing reports at least once every two years on all areas of the Institute's research, and, on this basis, making recommendations where appropriate for modifications to ongoing research in the scientific fields (expansion, narrowing, or discontinuation).

Section 6 Committees

1. The following committees operate within the Research Centre:
 1. Genetic Engineering Committee,
 2. Human Biology Research Ethics Committee,
 3. Library Committee,
 4. Workplace Animal Welfare Committee,

5. Occupational Safety Committee,
6. IT Committee,
7. Fire Safety Committee,
8. Intellectual Property Committee

Section 7 Intellectual Property Committee

1. The Intellectual Property Committee (SZTB) is the body responsible for making proposals regarding intellectual works within HUN-REN SZBK. The rules governing the operation and duties of the SZTB are laid down in the regulations of HUN-REN and HUN-REN SZBK concerning the management of intellectual property. The members of the SZTB shall include at least the current innovation manager of HUN-REN SZBK and two members delegated by the Director-General. The CEO of HUN-REN shall participate in the SZTB either in person or through a representative.

Appendices to the HUN-REN SZBK's Rules of Organisation and Operation:

Appendix 1: Organisational chart of HUN-REN SZBK

Appendix 2: Procedure for the delegation of certain employer's rights by the Director-General of HUN-REN SZBK

Appendix 3: List of scientific research groups operating within the HUN-REN SZBK