

HUN-REN WIGNER PHYSICS RESEARCH CENTRE ORGANISATIONAL AND OPERATING REGULATIONS

CHAPTER I

LEGAL STATUS, ACTIVITIES AND OPERATION OF THE RESEARCH CENTRE

Section 1: Legal Status of the HUN-REN Wigner Research Centre

1. The HUN-REN Wigner Physics Research Centre (hereinafter: HUN-REN Wigner Research Centre, 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 Wigner FK is the legal successor to the HUN-REN Wigner Physics Research Centre budgetary body (registration number (PIR): 327064, date of establishment: 1 January 1992).
3. The HUN-REN Wigner Research Centre, which is part of the HUN-REN Hungarian Research Network, has its own founding charter, separate assets, a separate bank account and tax number, and operates as an organisation and with a budget distinct from HUN-REN; 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 grants in its own name, receives grant funding, enters into civil and other contracts, and disposes of the income derived therefrom in accordance with HUN-REN's internal regulations; the Director-General exercises employer's rights over the employees of HUN-REN Wigner FK.
4. HUN-REN Wigner FK, 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 ROO), these Organisational and Operational Rules (hereinafter: HUN-REN Wigner FK Rules), and within the framework of HUN-REN's and its own internal regulations and other relevant legislation, it carries out its activities independently, operates in accordance with the organisational structure set out in its founding charter and the HUN-REN Wigner FK Rules of Organisation and Operation, and performs its duties.

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

1. The HUN-REN Wigner FK (at that time still known as the MTA Wigner Physics Research Centre) was established on 1 January 2012 following the merger of the Hungarian Academy of Sciences' Institute of Solid State Physics and Optics into the Hungarian Academy of Sciences' Institute of Particle and Nuclear Physics, which had been founded on 1 January 1992.

2. From 1 September 2019, the MTA Wigner Research Centre operated as part of the Eötvös Loránd Research Network under the management of the Secretariat of the Eötvös Loránd Research Network; from 1 September 2023, under the management of the Secretariat of the Hungarian Research Network; and from 1 January 2024, under the management of the HUN-REN Centre.
3. HUN-REN Wigner 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 the HUN-REN Wigner FK

1. The basic details of the HUN-REN Wigner Research Centre are set out in its founding charter.
 - a) Name: HUN-REN Wigner Physics Research Centre
 - b) Abbreviated name: HUN-REN Wigner FK
 - c) English name: HUN-REN Wigner Research Centre for Physics
 - d) Abbreviated name in English: HUN-REN Wigner RCP
2. Key identification details of the HUN-REN Wigner RCP:
 - a) HUN-REN Wigner RCP statistical number: 19426275-7210-599-01
 - b) HUN-REN Wigner FK tax number: 19426275-2-43
 - c) HUN-REN Wigner FK's account-holding financial institution: Hungarian State Treasury
 - d) HUN-REN Wigner FK bank account number: 10032000-00008127-01010017
 - e) HUN-REN Wigner FK (court) registration number: 01-08-0000006
 - f) Date of the decision of the Budapest Metropolitan Court on the registration of HUN-REN Wigner FK: 27 October 2025 (date on which the decision became final: 29 October 2025)
 - g) Date of current memorandum of association: 29 September 2025
 - h) The current memorandum of association is Annex 14 to the memorandum of association of the HUN-REN Hungarian Research Network
3. Registered office of HUN-REN Wigner FK in accordance with Article 2.3 of its Articles of Association: 1121 Budapest, Konkoly-Thege Miklós út 29–33.
4. The premises of HUN-REN Wigner FK as specified in Section 2.4 of its Articles of Association:

	Name of branch	Address of the branch
1.	HUN-REN Wigner FK Miskolc Branch	3515 Miskolc, Egyetemváros, Building "A/2" Office 304
2.	HUN-REN Wigner FK Nagycenk Site	9493 Fertőboz, Erdő sor 1. (outlying area, plot no. 87)

5. The Research Centre's official website: <https://wigner.hu/>
6. The Research Centre's email address: wigner@wigner.hun-ren.hu

4.§ Activities of the HUN-REN Wigner FK

1. HUN-REN Wigner FK 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: the RDI Act) – which carries out these activities as a non-profit organisation performing a public service.
2. HUN-REN Wigner FK carries out its activities independently in accordance with the HUN-REN Act, the HUN-REN Memorandum of Association and the HUN-REN Wigner FK Memorandum of Association, with the HUN-REN Governing Body, the President of HUN-REN, the Chief Executive Officer and the Vice-President for Academic Affairs of HUN-REN participating in its scientific and administrative management as set out in the HUN-REN Articles of Association and internal regulations. The legality and compliance of HUN-REN Wigner FK's financial management are monitored by the HUN-REN Supervisory Board, HUN-REN's central internal audit unit, and other organisations and authorities as required by law.
3. The HUN-REN Wigner FK is managed by the Director General. In accordance with the law and points 5.2(a) and (d) of the HUN-REN Wigner FK's founding charter, the Director General is the head of the HUN-REN Wigner FK authorised to manage and represent it; his or her right of representation is general and independent.
4. HUN-REN Wigner FK carries out the tasks specified in the HUN-REN Act, the HUN-REN Articles of Association and the Articles of Association of HUN-REN Wigner FK, in accordance with the objectives and mission set out in the HUN-REN Act, within the field of science and research defined in its Articles of Association.
5. In accordance with Section 4.1 of its charter, the Research Centre shall, in the course of fulfilling its mission, engage in the following main scientific fields as its core research activities:
 - a) experimental and theoretical particle physics, astroparticle physics, general relativity and gravity, plasma physics, space physics, nuclear physics and materials science employing nuclear physics methods;
 - b) experimental and theoretical solid-state physics, photonics, statistical physics, atomic physics, optics, quantum technology and materials science.
6. In accordance with Section 4.2 of its founding charter, the Research Centre and its institutes focus primarily on the following scientific fields and research tasks within the scope of their core research activities:
 - a) conducts exploratory research in high-energy particle and astroparticle physics, heavy-ion physics and nuclear physics, theoretical and mathematical physics, quantum field theories, gravitational waves and cosmology, thermodynamics, theoretical neuroscience, complex systems, computational sciences, interplanetary gases and

plasmas, the physics of laboratory plasmas and cooled atoms, atomic-level structural analysis of condensed matter, functional materials, nanostructures, light-matter interaction, quantum optics and quantum information science, nano-optics, optical crystals, soft matter, thin films and the physics of complex systems;

- b) conducts applied research in fields related to its exploratory research, as well as in the fields of nuclear solid-state physics, cultural heritage protection and environmental physics; considers the production, characterisation and testing of new materials, the development of new methods for materials testing, particle acceleration and detection, the production and application of new lasers, new optical elements, crystals and thin-film devices, and the prediction of the behaviour of large-scale complex systems to be priority tasks;
- c) carries out development activities in fields related to its exploratory and applied research, with a particular focus on nanotechnology, laser technology, nuclear analytics, spectroscopy, crystal physics, accelerators based on light-matter interactions, space technology and information technology, including tools for rapid data processing, data processing and data transmission tools, specialised electronic, mechanical and information technology equipment, the development of crystal growth technologies and equipment, software development, neuroinformatics algorithms, the development of measurement and diagnostic procedures and technologies, as well as the development of optical measurement, biological and medical imaging methods and devices;
- d) carries out operational activities at large-scale facilities located within its area and entrusted to its supervision, including ion accelerators operating on various principles, ultra-high vacuum equipment, devices for generating extreme cold and heat, lasers, computers, computer networks and information technology equipment, as well as the helium liquefier; it also assists in the performance of operational tasks relating to accelerators, synchrotrons, free-electron lasers, gravitational wave detectors, high-power lasers, computers and computer networks of international significance.

7. Other tasks related to the Research Centre's core activities, in accordance with Section 4.3 of the founding charter:
- 1. actively participates in domestic and international calls for proposals and coordinates the participation of Hungarian groups;
 - 2. cooperates with domestic research institutions and conducts joint research with them; maintains and establishes relationships with scientific institutions in other countries, international scientific organisations and international scientific societies; promotes the presence of Hungarian physics research in the international scientific community;
 - 3. participates in international scientific public life and in the preparation of domestic science policy and science strategy decisions;
 - 4. organises domestic and international scientific programmes, conferences and exhibitions;
 - 5. contributes to the development and implementation of domestic and international research infrastructure programmes;
 - 6. publishes scientific, specialist and popular science publications in connection with its activities;
 - 7. facilitates the wide dissemination of scientific results achieved by the institution's staff and carries out science communication tasks;
 - 8. utilises spare capacity;

9. promotes and facilitates the social and economic application of scientific research results, and participates in the dissemination of knowledge;
 10. in cooperation with higher education institutions, participates in education, the training of the next generation and knowledge transfer, and carries out joint research, training and further training tasks;
 11. operates a specialist library;
 12. provides expert and advisory services;
 13. provides professional advice and carries out specialised measurement tasks;
 14. assists state disaster management organisations in the event of disasters, and provides professional support on technical matters and in decision-making;
 15. promotes the development of international scientific relations;
 16. keeps a register of the properties in its use and carries out their operational and maintenance tasks;
 17. operates and maintains research infrastructure, and procures research equipment and materials;
 18. carries out technology transfer activities within its own institutional framework, as well as in cooperation with other research institutions, small and medium-sized enterprises and industrial companies; prepares, submits and manages domestic and international calls for proposals in this field, and participates in the implementation of successful projects.
8. The classification of HUN-REN Wigner FK's activities under TEÁOR'25, based on Section 4.4 of its founding charter:

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

	TEÁOR number	Description of other activities
1.	6190	Other telecommunications
2.	6310	IT infrastructure, data processing, hosting and related services
3.	7120	Technical testing, analysis
4.	7220	Social sciences, humanities research, experimental development
5	7330	PR activities
6	7499	Other professional, scientific and technical activities n.e.c.
7.	8413	Regulating business and promoting efficiency
8.	8533	Post-secondary, non-tertiary education
9.	8559	Other education n.e.c.
10	9111	Library activities
11	9130	Activities supporting the preservation and restoration of cultural heritage

9. HUN-REN Wigner FK participates autonomously in the performance of HUN-REN's public duties within the framework set out in its founding charter.

10. HUN-REN Wigner FK may provide public services related to its research activities.

11. HUN-REN Wigner FK may utilise its existing capacities and infrastructure in the field of scientific research for commercial purposes, in accordance with the relevant legislation, the founding documents of HUN-REN and HUN-REN Wigner FK, and the provisions of HUN-REN's internal regulations.
12. HUN-REN Wigner FK 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 HUN-REN Wigner FK

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

Section 6: Rules relating to assets

1. Pursuant to the HUN-REN Act, the assets of HUN-REN Wigner FK, 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 Wigner FK from its legal predecessor on 29 October 2025 by way of universal succession pursuant to the provisions of the HUN-REN Act, or to which it is entitled.
2. Assets and rights of pecuniary value acquired by HUN-REN Wigner FK in return for consideration or free of charge, as well as shares in operating and other enterprises that do not fall within the scope of state ownership, shall form part of the own assets of HUN-REN Wigner FK.

3. Unless otherwise provided by law, the ownership rights over state-owned assets managed or used by HUN-REN Wigner FK are exercised by Magyar Nemzeti Vagyonkezelő Zrt. or the body or organisation designated for that purpose.
4. The use of movable and immovable assets 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 Wigner FK and the MTA.
5. In addition to the provisions set out in points 3 and 4, the term ‘foreign assets’ also covers all assets which HUN-REN Wigner FK acquires – 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 Wigner FK may use its assets, including its real estate assets, as well as the properties designated in its memorandum of association as its registered office or business premises, for the purpose of carrying out the activities specified in the memorandum of association.

Section 7: Provisions relating to employment

1. The President of HUN-REN 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 Wigner FK.
4. HUN-REN Wigner FK exercises all employer’s rights relating to the employment of HUN-REN Wigner FK 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 Wigner FK shall participate on behalf of HUN-REN Wigner FK employees in any legal disputes, litigious or non-litigious proceedings, and is also responsible for fulfilling and facilitating the legal consequences arising from or related to such proceedings, and is entitled to enforce the rights and claims arising from such proceedings, provided that it also arranges for its own legal representation. The provisions of this clause shall apply regardless of whether HUN-REN’s standing or participation in the legal dispute is necessary or expedient for any reason. HUN-REN and the Research Centre may deviate from the provisions of this clause if expressly provided otherwise in a separate agreement.

6. The Director-General of HUN-REN Wigner FK 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 Wigner FK, endanger or attract significant media interest.
7. The Director-General of HUN-REN Wigner FK may delegate certain employer's rights – subject to the exceptions set out in this paragraph – to other managers of the Research Centre, provided that the Deputy Director-General, the directors, the independent organisational units operating under the direct management and supervision of the Director-General, and employees under the direct management of the Director-General. In the case of heads of scientific departments and laboratories, the Director General may delegate employer's rights to another manager of HUN-REN Wigner FK, with the exception of the establishment, amendment or termination of the employment relationship.
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 those set out in this chapter – which shall constitute Appendix 2 to the HUN-REN Wigner FK Staff Regulations 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 – unless otherwise provided for in the HUN-REN Wigner FK Organisational and Operational Regulations – the head of the independent organisational unit under the Director-General's direct management and supervision, as well as the employees of these organisational units. In addition, the Director-General may – whilst informing the supervising line manager – decide on direct supervision in the case of any other employee, or may assign tasks directly to any other employee.
12. The Director-General is obliged, in accordance with HUN-REN's internal regulations, to ensure the performance of certain key roles or tasks within the Research Centre, in particular: tasks relating to the exploitation of research, tasks ensuring the application of state-of-the-art technologies, tasks of the IT security officer, tasks of the data protection liaison officer, research data management duties, grant and project management duties, duties relating to the monitoring of public service funding contracts, communication and public relations duties, and duties relating to the establishment and operation of the internal control system.
13. At the HUN-REN Wigner Research Centre, newly created or vacant academic posts must be filled through a competitive selection process. The specific academic job categories

covered by the application system, the principles of the application process, and the general requirements for filling academic posts are set out in HUN-REN's framework regulations on applications and employment, whilst the detailed provisions are contained in the Research Centre's regulations on applications 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 Wigner Research Centre 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 8: Use of Names in Official and Publication Contexts

1. In all legal relationships and dealings of HUN-REN Wigner FK – 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 Wigner FK engaged in scientific activities shall refer to the Research Centre in their publications, scientific activities and public appearances as follows:
 - a) in Hungarian:
 - HUN-REN Wigner Physics Research Centre;
 - HUN-REN Wigner FK (abbreviated name),
 - b) in English:
 - HUN-REN Wigner Research Centre for Physics;
 - HUN-REN Wigner RCP (abbreviated name).
3. Employees of the Research Centre engaged in scientific activities may also indicate in their publications the scientific institute, scientific department, scientific laboratory, scientific 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 sole 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 Wigner Research Group Rules of Procedure, and HUN-REN's internal regulations.
3. The Director-General's duties include, in particular:
 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 utilisation of its intellectual property, bearing in mind that the employer's rights and obligations relating to intellectual creations belong to the Research Centre in accordance with 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 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 communications relating to 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. determines the annual staffing and wage budget in line with research activities, based on the business plan and budget approved by the Governing Board,
16. exercises the right to enter into commitments and authorise expenditure, and decides in internal regulations on the delegation and procedure of these powers;
17. 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 on the delegation of these powers in internal regulations;
18. 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;
19. ensures and monitors the lawful operation of the Research Centre in accordance with 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 HUN-REN's internal audit unit, the Supervisory Board and other authorities during their audits;
20. 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;
21. is responsible for strengthening synergies between HUN-REN research institutions and for the introduction, operation and application of network-level systems, procedures, practices and tools that serve efficiency and cost-effectiveness in terms of the operation of the network as a whole;
22. chairs the Board of Directors at the Research Centre and, taking into account the provisions of legislation, the resolutions of the HUN-REN Governing Board and HUN-REN's internal regulations, decides on the establishment of other bodies and committees supporting the Research Centre's activities and ensures their operation;
23. issues the Research Centre's internal regulations, taking into account the provisions of legislation, the decisions of the HUN-REN Governing Board and HUN-REN's internal regulations;
24. 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;

25. ensures the development of HUN-REN's objectives, mission, tasks and operations, and, for the purpose of monitoring its activities, fulfils data reporting requests made by the President and Chief Executive Officer of HUN-REN or by the central organisational units. Ensures the Research 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;
 26. exercises the rights of ownership, founder, supervision and participation, in accordance with legislation or agreements, over the business entities falling under the ownership rights of HUN-REN Wigner FK, a right which may not be delegated to any other manager of HUN-REN Wigner FK;
 27. is responsible for all matters assigned to his remit by law, internal regulations, or the Chair of HUN-REN in his capacity as employer.
4. In the event of circumstances that might preclude the Director-General from acting due to his or her absence, incapacity or conflict of interest – unless otherwise provided for by law, HUN-REN's internal regulations, the HUN-REN Wigner FK Rules of Procedure, or a specific decision by the Director-General provide otherwise – the Deputy Director-General shall act as a general substitute with full authority in all the Director-General's 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, pursuant to legislation, HUN-REN's internal regulations, the Rules of Procedure of the HUN-REN Wigner Research Centre, 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 Wigner FK Rules of Procedure – 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 Wigner FK Rules of Procedure, specifying the scope of authority and the exact nature of the task to be performed.

2.§ Other senior managers of the Research Centre

1. Other (organisational) managers of HUN-REN Wigner FK: the Deputy Director General, the Directors, and the Head of the Research Centre'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 (hereinafter: Mt.).
2. Within the scientific institutes of HUN-REN Wigner FK, the independent scientific organisational units (e.g. department, laboratory, etc.) (hereinafter: scientific organisational units), as well as independent organisational units performing technical and operational functions that assist and support scientific work (e.g. centre, workshop, etc.) (hereinafter: operational organisational units).

3. Where relevant within the organisation, the head of scientific research groups operating as independent or non-independent organisational units shall be the research group leader.

Section 3: The Deputy Director-General

1. The Deputy Director-General acts as the Director-General's general deputy in all matters (both scientific management and organisational management) and in representing the Research 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 Wigner FK Organisational and Operational Regulations, the Deputy Director General may lead 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 Wigner FK 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 Wigner FK Rules of Procedure.

4.§ The Directors

1. HUN-REN Wigner FK has directors responsible for scientific and operational areas. HUN-REN Wigner FK has the following directors: Director of the Scientific Institute (hereinafter: Institute Director), Financial Director.
2. Unless otherwise provided for in the HUN-REN Wigner FK's Rules of Procedure, the directors shall carry out their duties under the direction and supervision of the Director-General, in accordance with the Director-General's decision. The director may independently represent HUN-REN Wigner FK within the scope determined by the Director-General.
3. 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 Wigner FK Organisational and Operational Regulations

and Appendix 2 thereto. The Director manages and supervises the work of the organisational units under his or her authority and their heads.

5. The HUN-REN Wigner Research Centre's scientific institute is headed by the institute director. The institute 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, as well as for ensuring research infrastructure, ensuring 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 economical manner, and ensuring discipline in the workplace.
6. The Financial Director is responsible for managing and overseeing the financial and administrative activities of HUN-REN Wigner FK, in particular those relating to the planning, implementation, reporting, procurement, public procurement, bookkeeping, auditing, asset management, public service provision and business activities – in accordance with legislation and HUN-REN's internal regulations.
7. The Financial 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 shall propose measures to facilitate this and the issuance of internal regulations by the Director General, and shall take measures or call for measures to be taken within the Research Centre.
8. Unless otherwise provided for in the Annex to the HUN-REN Wigner FK Rules of Procedure, the Financial Director shall manage and supervise the Research Centre's tasks relating to legal and personnel matters.
9. With regard to the Financial Director's rights and responsibilities not mentioned in the HUN-REN Wigner FK Rules of Procedure, the provisions of the relevant legislation shall apply.
10. The Deputy Director General may also direct and supervise the work of the Financial Director, at the discretion of the Director General, in accordance with the detailed rules set out in the Annex to the HUN-REN Wigner FK Rules of Procedure. The Financial Director shall act in accordance with the professional guidance of the manager responsible for HUN-REN's financial management in matters affecting the HUN-REN network as a whole.
11. 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.
12. The employment of the Research Centre's staff, the amendment of their employment contracts and the termination of their employment are subject to the financial countersignature of the Financial Director.

13. 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 Wigner FK Organisational and Operational Regulations.

Section 5. The head of the scientific organisational unit

1. Within the scientific institutes of HUN-REN Wigner, there are scientific departments and scientific laboratories, which are headed by a department head or laboratory head. Only researchers holding an academic degree and engaged in scientific activity may be entrusted with the management of a department or laboratory, and it may reasonably be expected of them to secure the external resources necessary for the operation of the department or laboratory (based on a track record of successful grant applications). The individual scientific departments and laboratories are on an equal footing with one another.
2. Scientific research groups may operate within the scientific departments and scientific laboratories. The individual scientific research groups are on an equal footing with one another.
3. The head of a scientific department and scientific laboratory – unless otherwise provided for in the HUN-REN Wigner FK Organisational and Operational Regulations – shall, under the direction and supervision of the Institute Director and taking into account the objectives and mission of HUN-REN, manage the work of the organisational unit; the Director-General shall exercise employer's rights over the department heads and laboratory heads.
4. The heads of the scientific department and the scientific laboratory are responsible, in accordance with the relevant legislation, for the fulfilment of their duties, as well as for the execution of the Director-General's ad hoc instructions, ensuring that these are carried out lawfully, professionally and in full.
5. The head of the research department and the head of the research laboratory shall direct and supervise the activities of the staff working within their organisational unit and shall exercise employer's rights over the staff of their research department/laboratory in accordance with the provisions of Appendix 2 to the HUN-REN Wigner FK Organisational and Operational Regulations.
6. The detailed duties of the heads of the scientific department and the scientific laboratory are set out in the Annex to the HUN-REN Wigner FK Internal Regulations.

Section 6. The Head of the Research Centre Secretariat

1. The Head of the Research Centre 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 work of the Director-General and the Deputy Director-General 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 7: Heads of other organisational units

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 Wigner Research Centre's Rules of Procedure.

CHAPTER III

PROFESSIONAL AND FUNCTIONAL RELATIONSHIPS AND MANAGEMENT

1.§ Liaison and cooperation

1. As a general rule, the Director-General shall maintain relations with the management 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 specified in the HUN-REN Wigner FK Rules of Procedure or on the basis of authorisation from the Director-General – the Deputy Director-General, the Directors, the Head of the Research Centre Secretariat, as well as the heads of other independent organisational units and designated employees. Should they consult with partners on this matter, they shall inform the Director-General and the Research Centre Secretariat.
3. The Director-General shall ensure that the Research Centre's organisational units maintain ongoing professional contact with HUN-REN's management and central organisational units, and that in the course of their activities they fully comply with the operational guidelines, meet deadlines, fulfil data reporting requests, and participate actively and constructively in joint work during coordination meetings in the various professional fields, in order to promote best practice and the principle of networking.
4. The Director General may lay down the detailed rules for maintaining contact with partners on behalf of the Research Centre, including in accordance with HUN-REN's internal regulations, and the 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 following forms:
 - a. a Director-General's decision: a regulation issued by the Director-General which, on the basis of an authorisation by the Governing Body and exclusively in accordance with the provisions thereof, contains an amendment or addition to the Governing Body's decision;
 - 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 procedures of HUN-REN Wigner FK, and which is binding on the entire staff or – depending on the subject matter of the regulation – a specific group of organisations or individuals;
 - c. a guideline, which is a management tool issued by the Director-General or the Director, designed to facilitate the interpretation, uniform application and consistent or harmonised practical implementation of binding rules and institutional procedures;
 - d. an instruction, which is a regulatory act issued by the Director-General or the Director, constituting a specific measure or decision issued in a particular matter or on an ad hoc basis, directed at a specific person, organisational unit or the performance of a specific task or activity, particularly within the scope of the exercise of the employer's powers; and which applies to the performance of work, work organisation, the fulfilment of duties, management, the chain of command or other obligations arising from the employment relationship.
4. The internal regulations are binding on all organisational units and employees of HUN-REN Wigner FK, unless otherwise provided.
5. Rules binding on employees of HUN-REN Wigner FK must be published on the Research Centre's internal website or employees must be informed of them by other customary means.

3.§ Initiation of the Director-General's decision, procedure for preparing proposals

1. The preparation of a given internal regulation or decision is the responsibility of the organisational unit competent according to its tasks and powers, or the organisational unit designated by the Director-General. During the preparation process, the organisational unit shall consult with other organisational units, managers and professional staff affected in accordance with their respective duties and powers, and shall take into account any comments received when formulating the proposal. Proposals must be prepared in accordance with the provisions of legislation, HUN-REN's internal regulations and other relevant internal regulations currently in force.
2. The draft must be submitted for approval to the Director-General via the Research Centre 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, his or her financial 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 Wigner FK 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 the HUN-REN Wigner FK

1. The organisational units of HUN-REN Wigner FK shall operate within the framework of the applicable legislation, the internal regulations of HUN-REN and the Research Centre, in accordance with the tasks and powers defined in the HUN-REN Wigner FK Rules of Procedure. The scientific organisational units carry out their research activities whilst respecting the freedom of research.
2. The organisational structure of HUN-REN Wigner FK comprises scientific institutes headed by institute directors and, within these, further scientific organisational units (e.g. departments, laboratories, etc.) (hereinafter: scientific organisational units), as well as independent organisational units performing technical and operational functions that assist and support scientific work (e.g. secretariats, workshops, centres, etc.) (hereinafter: operational organisational units). Scientific research groups may operate within the scientific organisational units; these are not independent organisational units.
3. A scientific research group is a scientific and professional community established for the purpose of implementing a successful grant application, a specific research topic or programme; its members may be persons in an employment relationship with the Research Centre, 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 outputs and intellectual works, and the promotion and implementation of research utilisation. The research group may not make independent legal declarations or assume rights and obligations; legal declarations relating to its activities shall be made – depending on their nature – by the Director-General or, upon his decision, by another senior manager of the Research Centre. Members of the research group shall participate in the fulfilment of the Research Centre's objectives, mission and strategy, and shall strive for scientific excellence and results.
4. Ad hoc research groups or project groups may be established for the duration of successful domestic and international calls for proposals or grants, 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, a grant agreement, a sponsorship agreement, an agreement with a donor, or

in connection with any 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: The scientific organisation of HUN-REN Wigner FK

1. The scientific institutes of HUN-REN Wigner FK:
 1. Institute of Particle and Nuclear Physics (RMI)
 2. Institute of Solid State Physics and Optics (SZFI)
2. The scientific organisational units within the scientific institutes of HUN-REN Wigner FK are listed in the Annex to the HUN-REN Wigner FK Rules of Procedure.
3. The operational organisational units of the HUN-REN Wigner Research Centre are listed in the annex to the HUN-REN Wigner Research Centre's Rules of Procedure.
4. The detailed tasks of the scientific and operational organisational units of the HUN-REN Wigner FK, as well as the rules governing their management and supervision, are set out in the Annex to the HUN-REN Wigner FK's Rules of Procedure, whilst the organisational chart is contained in Appendix 1 to the HUN-REN Wigner FK's Rules of Procedure.

3.§ General rules concerning the collegial bodies, committees and consultative forums of the HUN-REN Wigner Research Centre

1. The Director-General is assisted by bodies or committees with the power to give opinions and make recommendations on matters relating to the Research 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 Wigner FK include, in particular, the Wigner Directors' Council (abbreviation: WIT), the Management Council (abbreviation: VT), the Wigner Scientific Council (abbreviation: WTT), and other bodies and committees as set out in the annex to the HUN-REN Wigner FK Rules of Procedure.
4. The Director-General or another senior manager of HUN-REN Wigner FK 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 Wigner FK Rules of Procedure

1. HUN-REN's internal regulations: the HUN-REN founding charter, the founding charter of the research institute, the HUN-REN organisational and operational regulations, the organisational and operational regulations of the research institute, the resolution of the HUN-REN Governing Board, and regulations issued by the President or Chief Executive Officer of HUN-REN.
2. The central organisational units are those professional and functional organisational units which operate under the management 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 serving 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 not research institutions operating as organisational units under the HUN-REN Act and possessing independent legal personality.
3. The HUN-REN Wigner FK Rules of Procedure: refers to the main text, annex and appendices of the HUN-REN Wigner FK Rules of Procedure. The annexes and appendices to the HUN-REN Wigner FK Rules of Procedure may not contain provisions that conflict with the main text of the HUN-REN Wigner FK Rules of Procedure. In the event of a conflict, the provisions of the main text of the HUN-REN Wigner FK Rules of Procedure shall prevail.

CHAPTER VI

FINAL PROVISIONS

1. Amendments to the HUN-REN Wigner FK 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 Wigner FK to amend, with the written consent of the President and Chief Executive Officer of HUN-REN – in order to ensure the efficiency of the operation and management of HUN-REN Wigner FK, and to ensure organisational suitability for new tasks and challenges – to amend the annexes and/or appendices to the HUN-REN Wigner FK Rules of Procedure as necessary. Such amendments to the annexes and appendices of the HUN-REN Wigner FK Rules of Procedure shall be issued by the Director-General in the form of a resolution. The powers delegated to the Director General do not affect the Governing Body's right to amend the annexes or appendices to the HUN-REN Wigner FK Rules of Procedure itself by means of a resolution, by temporarily reclaiming those powers. The Director-General shall ensure that the HUN-REN Wigner FK's Rules of Procedure, as currently in force, are published in a consolidated form on the HUN-REN Wigner FK website and that a copy is sent to the Chief Executive of HUN-REN.

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

Budapest, 25 March 2026

Annex to the Rules of Organisation and Operation of HUN-REN Wigner FK:

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

Appendices to the Rules of Organisation and Operation of HUN-REN Wigner FK:

Appendix 1: Organisational chart of HUN-REN Wigner FK

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

Appendix 3: List of scientific research groups operating within HUN-REN Wigner FK

ANNEX
to the Organisational and Operational Regulations of the HUN-REN Wigner Physics
Research Centre

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

CHAPTER I

THE ORGANISATIONAL STRUCTURE OF HUN-REN WIGNER FK

SECTION 1: Organisational units OF HUN-REN Wigner FK

1. HUN-REN Wigner FK consists of scientific institutes and the scientific organisational units operating within them, as well as operational organisational units.
2. The scientific institutes of HUN-REN Wigner FK are led by scientific directors under the management and supervision of the Director-General:
 1. Institute of Particle and Nuclear Physics (RMI)
 - a) Department of Theoretical Physics (EFO)
 - b) Department of High-Energy Physics (NFO)
 - c) Department of Nuclear Materials Science (NAO)
 - d) Department of Space Physics (UO)
 - e) Department of Computational Sciences (KTO)
 - f) Nanoplasmonic Laser Fusion Research Laboratory
 - g) Open Laboratories
 2. Institute of Solid State Physics and Optics (SZFI)
 - a) Department of Theoretical Solid State Physics (ESZO)
 - b) Department of Experimental Solid State Physics (KSZO)
 - c) Department of Complex Fluids (KFO)
 - d) Department of Photonics (FO)
 - e) Department of Quantum Technology (KVO)
 - f) National Laboratory for Quantum Information
 - g) Open Laboratories
3. Among the operational organisational units of HUN-REN Wigner FK, the Finance Directorate – under the management and supervision of the Director General – is headed by the Finance Director. The organisational units of the Finance Directorate:
 1. Payroll and Labour Affairs Group
 2. Accounting and Finance Group
 3. Project Group
4. The other operational units of HUN-REN Wigner FK, under the management and supervision of the Director General, are as follows:
 1. Research Centre Secretariat
 2. Wigner Data Centre

3. Computer Network Centre
 4. Wigner Library
 5. Wigner Workshop
5. The organisational chart of the HUN-REN Wigner Research Centre is contained in Appendix 1 of the HUN-REN Wigner Research Centre's Rules of Procedure.
 6. The list of scientific research groups operating within the HUN-REN Wigner Research Centre is contained in Appendix 3 of the Wigner Research Centre's Rules of Procedure.

CHAPTER II

THE DUTIES OF THE DEPUTY DIRECTOR GENERAL

1. The Deputy Director-General assists the Director-General in the performance of his duties and, in doing so, is responsible in particular for:
 - a) coordinating work within the Research Centre and preparing the Director General's decisions, including scientific strategy, the definition 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, as well as the implementation and execution of research plans;
 - c) coordinates the Research Centre's relations with domestic and international partners, including the organisation of events and functions;
 - 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) is involved in public relations and in the promotion and communication of science and research;
 - g) acts in all matters referred to its remit by legislation, internal regulations or the Director-General.

CHAPTER III

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

THE DUTIES, OPERATION AND MANAGEMENT OF THE SCIENTIFIC ORGANISATIONAL UNITS OF HUN-REN WIGNER FK

Section 1: General rules governing scientific institutes

1. Within HUN-REN Wigner FK, the scientific institute conducts basic and applied research, as well as development activities, in the main areas of the scientific field. The tasks of the scientific institutes and the scientific departments and laboratories operating within them are, taking into account the objectives and mission set out in the HUN-REN Act, to organise

and carry out scientific research in their respective fields, to record, utilise and disseminate the results of research, to contribute to the training of the next generation of researchers, to participate in securing and the proper use of research funding, and to account for such expenditure.

2. The scientific institute is headed by the institute director. The institute director carries out his or her duties under the direction and supervision of the director-general. The individual scientific institutes are on an equal footing with one another.
3. The scientific institute consists of scientific organisational units (scientific departments, scientific laboratories). 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 HUN-REN, 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 scientific strategy, research objectives, key thematic priorities and research plans of the scientific organisational units, as well as making proposals regarding strategy and conceptual issues relating to their field of science;
 - b) conducting scientific research in the main research areas specified in the Research Centre's founding charter, in accordance with research plans approved under the HUN-REN Act and HUN-REN's internal regulations; 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 contact with international scientific institutions, strengthening international visibility, expanding international cooperation, and organising and participating in international events;
 - f) preparing research and cooperation agreements;
 - g) taking advantage of funding opportunities, professional 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 the Research Centre's researchers, in the application and promotion of the researcher career model, in the training of the next generation of researchers, and in higher education and doctoral programmes; creating the economic conditions necessary for research work;
 - l) creating the economic conditions for research work;
 - m) protecting the assets made available to the Research Centre and its own assets;
 - n) the efficient operation and, where possible, development of the research infrastructure belonging to the institute;

- o) maintaining and utilising tangible assets;
 - p) participating in the Institute's communication processes, and to this end, preparing professional content for communication purposes.
5. The Director of the Institute exercises employer's rights over the employees working at the scientific institute in accordance with the provisions set out in Appendix 2 of the HUN-REN Wigner FK Rules of Procedure. The Director of the Institute directly manages and supervises the heads of the scientific departments, scientific laboratories or other organisational units of the scientific institute, as well as the activities of individual employees at his or her own discretion, in consultation with the Director-General.
6. The Director of the Institute shall lead and manage the activities of the scientific institute as defined in point 4. In this context, in particular:
- 1. determines the scientific strategy, research objectives and thematic priorities of the scientific institute in accordance with the objectives and tasks of the Research Centre, and plans and directs the research activities of the scientific institute; organises, directs and supervises the practical, effective and cost-efficient implementation of these;
 - 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 Research Centre's KFSZ 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 Research Centre's financial resources are utilised;
 - 8. participates in the professional development of the Research Centre's 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 his or her direct supervision;
 - 10. makes recommendations regarding the establishment, amendment or termination of the employment relationships of the scientific institute's staff, and exercises the employer's rights as determined by the Director-General or other employer's rights specified in the employment regulations;
 - 11. ensures full compliance with and enforcement of work discipline;
 - 12. promotes the academic development of the scientific institute's staff, with particular regard to the attainment of academic degrees and the development of language skills;
 - 13. supports the recruitment of new scientific talent, particularly the support of young researchers and scholarship holders, as well as doctoral and higher education programmes;

14. assists in presenting the professional work of the research institute to the public and in providing information to the print and electronic media in accordance with the HUN-REN communication guidelines;
 15. ensures the lawful, proper and economical use of assets held or managed by the research institute, as well as the resources entrusted to it;
 16. ensures that research-related and other administrative tasks are organised and carried out;
 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 the Research Centre as a whole;
 20. is responsible for fulfilling obligations in accordance with the relevant legislation, as well as for the professional and full execution of ad hoc tasks assigned by the Director-General.
7. Further detailed rules relating to the scientific institute may be laid down in rules of procedure issued in the Director-General's regulations, which shall, inter alia, provide for the order of substitution of the Institute Director and of staff within the Institute. The Institute Director shall be obliged to notify the Director-General and the Financial Director of the person substituting him.

Section 2 General Rules for Scientific Organisational Units

1. Scientific organisational units at department level (e.g. departments, laboratories) (hereinafter: scientific departments) operate within the scientific institute. The individual scientific departments and scientific laboratories are on an equal footing with one another.
2. The scientific department and scientific laboratory are headed by a department head and a laboratory head. The department head and the laboratory head carry out their work under the direction and supervision of the director of the scientific institute. The head of department and the head of laboratory are responsible, in accordance with the relevant legislation, for the fulfilment of their duties; for the execution of ad hoc instructions from the director; and for the operation of the department under their management.
3. The duties of the heads of the scientific department and scientific laboratory include, in particular:
 - a) contributing to the formulation of the scientific institute's scientific objectives, research directions and concepts; the fulfilment of scientific plans and contractual obligations; and the fulfilment of the provisions set out in the KFSZ;
 - b) is responsible for the practical, effective and economical management, fulfilment and supervision of the tasks of the department under his or her management;
 - c) directs, supervises and holds the staff of their department accountable with regard to both research tasks and work and procedural regulations;
 - d) assists in the organisation and performance of research-related and other administrative tasks;
 - e) reports regularly and provides data on the department's scientific work and the implementation of its research programme;

- f) ensures full compliance with work discipline;
 - g) performs any other duties assigned to them by the director in their job description or by specific instruction.
4. The head of the scientific department and the scientific laboratory coordinates and supervises the activities of the scientific department and the scientific laboratory, and represents the research groups belonging to the scientific department and the scientific laboratory at institutional meetings.
 5. The head of the scientific department and the scientific laboratory is responsible, in accordance with the relevant legislation,
 1. for the fulfilment of their duties;
 2. for carrying out ad hoc instructions from the Director or Chief Executive;
 3. for the operation of the research groups under their supervision.
 6. A list of the research groups of the scientific departments and scientific laboratories is contained in Appendix 3.

Section 3. Special rules for scientific institutes and scientific organisational units

Section 3.1 Institute of Particle and Nuclear Physics (RMI)

Scientific departments operating within the framework of the HUN-REN Wigner FK Institute of Particle and Nuclear Physics (RMI) and their research areas:

- a) Theoretical Physics Division (EFO), whose research areas include: particle physics, field theory, holographic quantum field theory, the theory of relativity, gravitational physics, thermodynamics, heavy-ion physics, and femtoscopy;
- b) High-Energy Physics Department (NFO), whose research areas include: hadron physics, the Standard Model and the search for new physics, detector development, superconducting magnet technology, and developments in laser accelerator technology;
- c) Department of Nuclear Materials Science (NAO), whose research areas include: femtosecond spectroscopy, X-ray spectroscopy, functional nanostructures, ion beam physics and its applications;
- d) Department of Space Physics (UO), whose research areas include: space physics and space technology; research activities related to space weather, magnetospheres and space plasma physics, in close collaboration with space missions carried out through international cooperation (including, in particular, the support of space missions, the processing of data obtained from space probes and the theoretical interpretation of measurement results; understanding the processes taking place in the heliosphere);
- e) Department of Computational Sciences (KTO), whose research areas include: computational systems-level neuroscience, theoretical neuroscience, complex systems, neurorehabilitation and motor control, data- and computation-intensive sciences, quantum computing and quantum informatics;
- f) Nanoplasmonic Laser Fusion Research Laboratory, which specifically investigates the formation of nuclear fusion by taking novel account of laser-matter interactions;
- g) Open Laboratories.

3.2.§ Institute of Solid State Physics and Optics (SZFI)

The scientific departments and their research areas operating within the framework of the HUN-REN Wigner FK Institute of Solid State Physics and Optics (SZFI):

- a) Theoretical Solid State Physics Department (ESZO), whose research areas are: strongly correlated systems, quantum materials, semiconductor nanostructures;
- b) Department of Experimental Solid State Physics (KSZO), whose research areas include: materials structure research and related method development;
- c) Department of Complex Fluids (KFO), whose research areas include: partially ordered systems, electrical gas discharges, fluid structure;
- d) Photonics Division (FO), whose research areas include: laser applications and optical measurement technology, femtosecond lasers in 3D microscopy, ultrafast nano-optics, crystal physics, photonics and optical spectroscopy;
- e) Quantum Technology Division (KVO), whose research areas include: quantum optics, quantum computing, complex systems;
- f) National Laboratory for Quantum Informatics, which investigates the practical application of the latest results in quantum technology and quantum informatics, in collaboration with several external institutions;
- g) Open Laboratories.

3.3 § Common rules for Open Laboratories

1. The Open Laboratories meet the excellence criteria of the National Research, Development and Innovation Office (hereinafter: NKFIH), are members of the TOP50 and TOP111 lists recognised by the NKFIH, and their activities are subject to regular monitoring. Open Laboratories carry out their tasks under the supervision of the staff member entrusted with the management of the laboratory in question.
2. The aim of maintaining Open Laboratories is to ensure that the unique, specialised, and in some cases world-class research infrastructures, instruments and equipment available at the Research Centre are accessible to other research institutes, organisations and companies engaged in R&D, that their use takes place under well-documented conditions, and that the revenue from services used by external parties helps to maintain the high standard of operation of the laboratory in question.
3. The rules and guidelines regarding the Open Laboratory can be found on the Research Centre's website and are continuously updated.
4. A separate internal regulation governs the rules applicable to the use of the Open Laboratory. The current laboratory manager is responsible for ensuring compliance with the rules and is accountable to the Director-General and the Institute Director.

CHAPTER IV

THE TASKS, OPERATION AND MANAGEMENT OF THE RESEARCH CENTRE'S OPERATIONAL UNITS

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

Section 1: The Research Centre Secretariat

1. The Research Centre Secretariat is the organisational unit responsible for coordinating, supervising and supporting the professional operations and international activities of the Research Centre.
2. The Research Centre Secretariat is an independent organisational unit headed by the Head of the Secretariat. The activities of the Head of the Research Centre Secretariat are directed and supervised by the Director-General.
3. The specific tasks of the Research Centre Secretariat are:
 - a) assisting the Director-General in his work, consultations and public appearances, and contributing to ensuring the smooth operation of the Research Centre;
 - b) preparing the Director-General's decisions and coordinating the Research Centre's administrative activities; being responsible for the Research Centre's document management and for establishing the relevant rules;
 - c) performs general institutional coordination tasks, ensures the preparation and conduct of meetings of the Research Centre's bodies and – where necessary – its committees, and initiates cooperation and consultation between organisational units;
 - d) is responsible for coordinating the adaptation and integration within the Research Centre of corporate management systems to be introduced across the entire HUN-REN network;
 - e) maintains ongoing contact with the Economic Directorate and the scientific institutes, as well as with other organisational units of the Research Centre;
 - f) maintains ongoing contact and cooperates with the HUN-REN management and its central organisational units;
 - g) assists with the application processes;
 - h) coordinates the harmonisation of information, data provision and reports to be prepared for HUN-REN and other organisations;
 - i) manages and participates in the preparation of information and reports required by HUN-REN and other organisations, and contributes to the scientific relations of the Research Centre and its institutes;
 - j) manages and develops the Research Centre's internal and external communications;
 - k) manages and coordinates tasks relating to research organisation, the publication repository and academic administration;
 - l) performs coordination tasks relating to the management of research data and ensures the preparation of regulations governing the management of research data;
 - m) prepares the Research Centre's information publications;
 - n) records data on the Research Centre's scientific publications and citations, and ensures the preparation of the relevant reports.

Section 2 Wigner Data Centre

1. The primary task of the Wigner Data Centre is to provide competitive computing, data storage and communication capacity for the research, development and innovation projects conducted at the Research Centre. Upon request, it provides data centre services to HUN-REN, the institutions of the research network, domestic and international industrial partners, and R&D collaborations. To ensure a high level of service in line with international

standards, the Wigner Data Centre guarantees continuous (24/7) availability, which applies to the technical and IT infrastructure of the data centre's capacity.

2. In consultation with staff responsible for infrastructure at HUN-REN, the Ministry of Culture and Innovation (hereinafter: KIM) and the National Research, Development and Innovation Office (hereinafter: NKFIH), the Director-General continuously reviews the utilisation of the Wigner Data Centre's hosting capacity and offers it to facilitate domestic support for international collaborations. Pursuant to Government Decree 1125/2012 (IV. 25.), the Minister responsible for innovation and technological development at the time shall have authority over the spare capacity of the Wigner Data Centre. The Wigner Data Centre is operated in accordance with international professional and technical standards, and the Head of the Wigner Data Centre is responsible for ensuring compliance with these standards. Pursuant to Section 32/A of the HUN-REN Act: HUN-REN – without prejudice to the performance of its public duties as defined in Section 1(2) – through its research institution as referred to in Section 16 and Section 29(2), on the basis of a service contract, has the exclusive right to provide data centre capacities, to provide operational and management services, and to ensure an appropriate level of security for the Hungarian State Railways Private Limited Company and its fully consolidated business entities.
3. The specific tasks of the Wigner Data Centre are:
 - a) supporting scientific research and RDI tasks carried out at the Research Centre, and participating in activities related to computing and information technology tasks within domestic and international scientific collaborations;
 - b) ensuring the operation of the Wigner Scientific Computing Laboratory (WSCLAB), which holds NKFIH TOP50 accreditation, whilst supporting the international collaborations GPULAB, CERN ALICE and CMS TIER-II, ALICE AF, LIGO/VIRGO/ET and EUPRAXIA;
 - c) continuous provision and operation of the HUN-REN Cloud project, in collaboration with the HUN-REN Institute for Computer Science and Automation (SZTAKI);
 - d) continuous provision and operation of the HUN-REN Kinin project in collaboration with the participating institutions of the HUN-REN research network;
 - e) continuous hosting and operation of the HUN-REN Data Repository Platform (ARP) in collaboration with the participating institutions of the HUN-REN research network;
 - f) providing data centre services to the ELTE Centre for Linguistic Research;
 - g) contributing to the development of Hungarian and international high-performance computing (HPC) capabilities; collaborating with experts from the HUN-REN research network, relevant universities, and public and industrial partners; developing and implementing a joint development and operational strategy;
 - h) contributing to domestic and international developments in quantum computing and quantum communication (QCC), collaborating with experts from the HUN-REN research network, relevant universities, and public and industrial partners, and developing a joint development and operational strategy;
 - i) cooperation with organisations responsible for government IT developments;
 - j) establishing and maintaining international relations to ensure the effective exchange of information necessary for the high-level, reliable operation of the Wigner Data Centre;
 - k) maintaining contact with the specialists of the Operating Ltd. responsible for the operation of the KFKI Campus to ensure the technical conditions for a high level of service.

4. The Wigner Data Centre is managed by a Head of Department under the direction and supervision of the Director-General, assisted in their work by a Deputy Head of Department for Scientific Affairs.

Section 3: Computer Network Centre

1. The Computer Network Centre (hereinafter: SZHK) is responsible for the establishment and maintenance of the computer network within the Research Centre that supports research activities, and for its continuous modernisation in cooperation with the Research Centre's management.
2. The specific tasks of the SZHK are:
 - a) the continuous operation of the Research Centre's computer network, receiving fault reports, localising and rectifying faults, or organising their rectification;
 - b) providing on-call support, ensuring the continuous operation of central servers (email, eduroam, letsmeet, Shibboleth login, archives, video library, databases), and the timely procurement and installation of necessary software;
 - c) professional application of security procedures and protocols, high-level protection of the Research Centre's network and data assets, and ensuring continuous training and information flow for Research Centre staff;
 - d) maintaining contact with external partners, with particular regard to ensuring continuous network access to the KFKI Campus;
 - e) establishing and maintaining international relations that enable the acquisition of the latest information necessary for the reliable operation of the internal network;
 - f) providing reliable network services to the other institutes of the KFKI Campus and the Operating Company in return for reimbursement of costs;
 - g) ensuring the operation of research infrastructures and computer clusters housed in the SZHK machine room, monitoring costs, preparing cost data for internal accounting, and preparing invoices for external parties.
3. The SZHK is managed by a head of department under the direction and supervision of the Director-General.

Section 4. Wigner Library

1. The Wigner Library, as a specialist library for the physical sciences and related technical fields, provides a key scientific service. The primary task of the Wigner Library as an organisational unit is to support the work of the Research Centre's scientific researchers through its collections and services.
2. The Wigner Library is responsible for collecting, professionally processing, cataloguing, preserving and protecting domestic and foreign specialist literature and other documents that support research at the Research Centre, as well as for providing library services.
3. The Wigner Library's collection covers literature from all branches of physics, as well as their auxiliary and related sciences.
4. The Wigner Library performs the following tasks in particular:
 1. the continuous expansion, supervision and provision of the collection;

2. cataloguing the collection and describing its form and content;
 3. providing information about library documents and services;
 4. ensuring on-site access;
 5. lending documents to staff of the Research Centre;
 6. participation in inter-library document exchange;
 7. providing copies of library documents;
 8. collecting, recording and organising researchers' publication and citation data;
 9. compiling lists of specialist literature and publications for the institute's staff;
 10. organising the exchange of publications with Hungarian and foreign exchange partners;
 11. Sale of Research Centre publications;
 12. participating in the work of domestic and international organisations in the fields of modern information management and archiving, as well as data management and archiving, whilst bearing in mind the specific tasks of the Research Centre;
 13. organising and conducting further training in information and data management for the Research Centre's researchers;
 14. the professional expansion of the Hungarian Scientific Works Repository (hereinafter: MTMT) database, and cooperation with scientific researchers in recording scientific results in the MTMT;
 15. keeping the Library's online catalogue up to date and ensuring continuous access to the webOPAC;
 16. coordinating the traditional and online subscriptions of the HUN-REN Wigner Research Centre for Physics and the HUN-REN Research Centre for Energy Sciences;
 17. participation in the EISZ National Programme;
 18. supporting the publication process for open access scientific publications;
 19. interlibrary document delivery;
 20. maintaining the content of the library website;
 21. compiling library statistics.
5. The Wigner Library is headed by a Head Librarian.
 6. The Head of Library carries out their duties with individual responsibility, within the framework defined by statutory regulations, the HUN-REN Wigner FK Organisational and Operational Regulations, and the Wigner Library's Rules of Procedure.
 7. The Head Librarian is an ex officio member of the Library Committee.

Section 5: Wigner Workshop

1. The management of the Wigner Workshop and its staff ensure that the construction tasks, specialised tools, equipment, prototypes and test pieces arising from the research groups' scientific programmes are completed to the highest possible technical standard and within short deadlines.
2. The specific tasks of the Wigner Workshop are:
 - a) ensuring that the Workshop's equipment is maintained to a high technical standard and kept in constant readiness, ensuring the quality of the Workshop's work, and maintaining its research support activities to an international standard;
 - b) in the case of manufactured equipment, ensuring that requests for fault reporting or warranty repairs are dealt with as quickly as possible;

- c) in cooperation with the Research Centre's management, maintains an up-to-date development plan to ensure that, should funding be applied for and awarded, a coherent modernisation programme can be implemented;
 - d) maintaining contact with external partners to ensure the rapid execution of tasks exceeding local technical standards;
 - e) maintaining international relations, regularly visiting the laboratories of foreign research institutes (e.g. CERN), and exchanging information;
 - f) accepting external orders from other institutes on the KFKI Campus and from HUN-REN research sites on a cost-reimbursement basis should spare capacity arise.
3. The Wigner Workshop is managed by a head of department under the direction and supervision of the Director-General.

Section 6: The Financial Directorate and the duties of the Financial Director

1. The Financial Directorate is headed by the Financial Director, who performs his or her duties under the direction and supervision of the Director-General.
2. The Finance Directorate is responsible in particular for:
 - a) tasks relating to the Research Centre's annual business plan and budget, financial management, bookkeeping and compliance with accounting regulations;
 - b) tasks relating to reporting, the provision of required data and controls integrated into financial processes;
 - c) tasks relating to staff allowances and workforce management;
 - d) administrative tasks relating to the performance of the Research Centre's human resources, labour and payroll duties;
 - e) tasks relating to the operation and management of the Research Centre, and, within the scope of asset management, to investment, the use, utilisation and protection of assets; tasks relating to the enforcement of internal regulations concerning the budget, financial management, auditing and the reporting of data.
3. 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 decisions of the Director-General and as set out in the Rules of Procedure of the Financial Directorate and other internal regulations;
 2. ensuring compliance with the provisions of legislation relating to management, finance and operational tasks, as well as those set out in internal regulations, and monitoring their implementation;
 3. preparing the Research Centre's business plan and annual report;
 4. ensuring compliance with financial discipline and enforcing such compliance, fulfilling financial obligations and enforcing claims in order to implement the budget;
 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;
 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 system of supporting documents and ensuring compliance with document management procedures within the framework of the options set out in HUN-REN's internal regulations;
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 (CSO, MNB, NAV, etc.) (e.g. for budgets, applications for additional funding, statistical reports, etc.); participation in the Research Centre's business planning tasks; compilation of reports;
14. participating in the preparation 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 their available financial resources;
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 the Financial Directorate and preparing them for decision;
18. supporting audits conducted by external bodies, HUN-REN's internal audit function and the HUN-REN Supervisory Board, and preparing and making available the necessary supporting documents and records;
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. cooperation with other managers at the Research Centre;
23. managing and supervising the heads of the groups and organisational units under their management and supervision;
24. financial countersigning in accordance with the relevant internal regulations.

Section 7. Tasks of the organisational units under the management and supervision of the Financial Director

1. The tasks of the Accounting and Finance Group are, in particular:

1.1. Financial tasks:

1. ensuring the accuracy and timeliness of data entry and processing within the CT-ECOSat integrated management system;
2. filing and verifying incoming supplier invoices, followed by their posting and preparation for payment authorisation;

3. carries out activities relating to cash management, including the opening, management, amendment and reconciliation of MÁK accounts, and the administration of treasury cards;
4. manages financial analytics (recording of incoming and outgoing invoices, VAT records, financial settlements, advances, etc.);
5. recording of revenue and expenditure commitments and contracts;
6. receives and processes documents relating to the settlement of treasury card payments;
7. handling the financial settlement of employees' secondment, travel and other expenses;
8. handling financial matters relating to official overseas travel;
9. preparing outgoing invoices, monitoring debts and collecting outstanding payments;
10. recording incoming invoices in the integrated system, processing invoices in the invoicing system, and exercising financial authority, such as: authorisation, authorisation by proxy and monitoring financial transactions;
11. Preparing GIRO and other transfers as required;
12. preparing VAT returns;
13. implementing changes arising from amendments to financial regulations and legislation, and complying with documentation and other requirements relating to financial records;
14. contributing to the development and operation of the financial accounting system underpinning the management information system;
15. assisting other organisational units with financial matters, liaising with authorities, financial institutions and other organisations, and providing data to external
16. organisations;
17. contributing to the compilation of various statistics and other data reports, as well as to the preparation of budget reports and the management of cash surpluses;
18. ensures the accurate and timely compilation of information reports relating to budget planning and implementation;
19. operates the GI's financial control system in a systematic manner, including its process-integrated, ex-ante, ex-post and management control system (FEUVE): preparing, maintaining and enforcing internal regulatory documents, organising the flow of supporting documents, ensuring compliance with document management procedures, and retaining supporting documents;
20. Comprehensive record-keeping of contracts, purchase orders and agreements relating to supplier invoices.

1.2. Travel-related tasks:

- a) arranging overseas travel, purchasing travel tickets, ordering and obtaining insurance, other travel-related administrative tasks, providing travel advances, initiating transfers to the traveller's bank account, settling travel expenses,
- b) tasks relating to the hospitality of foreign visitors, booking accommodation, collecting per diems, and settling accounts,
- c) preparing financial accounts for subsidies related to hosting guests,
- d) submitting daily allowances to payroll,
- e) arranging domestic travel, arranging payment of accommodation invoices, accounting for travel expenses based on submitted invoices or travel tickets,

calculating and arranging vehicle travel expenses, and other travel-related administrative tasks.

1.3. Budgeting and controlling tasks:

- a) recording of budgets allocated to budget-managing units by unit, by subject code, by source and by expenditure category; monitoring of expenditure;
- b) recording of revenue, grants and other subsidies,
- c) providing management information as required,
- d) preparing half-yearly and annual accounts and reports,
- e) fulfilling data reporting obligations.

1.4. Recording, data reporting and information provision tasks:

- a) issuing new subject codes and, for those already on record, preparing and recording amendment sheets as required in the CT-ECOSStat system, ongoing maintenance of subject codes,
- b) maintaining contact with the heads of thematic and budgetary units,
- c) year-end and year-start tasks: resetting and closing topics to be deleted, and reviewing and reallocating topic numbers,
- d) checking , reallocation to the year, general ledger and coverage checks,
- e) regular filing in accordance with the Records Management Policy.

1.5. Accounting and bookkeeping tasks:

1. maintaining analytical and general ledger records in the CT-ECOSStat integrated accounting software, in accordance with the level of detail prescribed by the Accounting Act and other legislation, to serve as the basis for financial reports,
2. recording of financial transactions, the supporting documentation system, and the planning, implementation and daily monitoring of the associated administrative processes; ensuring the accuracy and up-to-date nature of data entry and processing within the CT-ECOSStat integrated management system;
3. maintaining the general ledger chart of accounts, updating the Research Centre's account limits and chart of accounts,
4. cash flow accounting: filing and verifying incoming supplier invoices, followed by their posting and preparation for payment authorisation,
5. posting, recording and reconciling bank receipts and disbursements,
6. reconciling bank credits and debits through account reconciliation and miscellaneous bookkeeping,
7. bookkeeping of miscellaneous items, depreciation, and the recording and posting of inventory and fixed asset disposals,
8. bookkeeping and reconciliation of monthly payroll entries, making necessary adjustments, preparing and bookkeeping mixed accounting items,
9. reconciliation of daily and monthly cash flows,
10. items without cash flow; where such economic events occur, settlement and accounting of supplier-financed invoices,
11. posting, recording and accounting for transactions on the foreign currency account,
12. administration and bookkeeping relating to staff OTP mortgage accounts,
13. bookkeeping and recording of Research Centre revenues and credits,

14. maintaining and reconciling the general ledger records of commitments,
15. correction of liabilities, settlement of outstanding commitments,
16. maintaining, reconciling and accounting for receivables in the general ledger,
17. recording tasks relating to fixed assets in accordance with the Accounting Policy and the Rules on the Inventory and Disposal of Assets and Liabilities analytical support for assets and liabilities in the annual accounts through analytical records,
18. analytical recording of intangible assets, tangible assets, low-value intangible assets and tangible assets, and their entry into the CT-ECOSat integrated system,
19. accounting for depreciation, recording it analytically and reconciling it with the general ledger, accounting for the effects of stock-taking (stock surpluses or shortages, as well as the correct accounting for VAT and advance payments made and received for tax returns),
20. recording the acquisition of tangible assets and continuously tracking all changes in the CT-ECOSat integrated system,
21. providing data for financial statements,
22. monthly, quarterly and annual reconciliations to ensure compliance with statutory accounting requirements, and closing entries.

1.6.Accounting and data reporting tasks:

- a) preparation of balance sheet notes, preparation and collection of inventories, compilation of balance sheet data, preparation of quarterly balance sheet reports,
- b) preparing monthly data reports for the declaration of personal income tax and contributions on private telephone usage and entertainment expenses,
- c) assisting with various statistics and other data reporting,
- d) providing management information,
- e) regular filing in accordance with the Records Management Policy, recording of applications/projects, and filing of grant agreements and budgets.

1.7.Tasks relating to asset management:

- a) preparation, management, supervision and evaluation of institutional stocktaking in accordance with legal requirements and the provisions of the Accounting Policy and the Stocktaking and Disposal Regulations, and preparation of stocktaking reports.
- b) Inventorying of intangible assets and tangible assets for the protection of property and as supporting evidence for the annual accounts; implementation of asset and materials management; handling the identification, utilisation and disposal of redundant assets; recording of damages and compensation based on the conduct of compensation proceedings, preparation of write-off requests, and execution of write-offs.

1.8.Performing procurement-related tasks:

- a) consolidating and centrally coordinating the institution's procurement requirements,
- b) carrying out the administrative work necessary for conducting dynamic IT public procurement procedures,

- c) domestic orders below the public procurement threshold, foreign currency orders (duty-free purchases), customs clearance,
- d) coordination of public procurement and participation in its execution (procurement subject to a value threshold).

1.9. Statistical reporting

2. The specific responsibilities of the Payroll and Labour Affairs Group are:

2.1. Payroll and HR administrative tasks:

1. recruitment of new staff (requesting, checking and processing the necessary documents, drafting employment contracts), registration and recording,
2. data reporting and notification to the Hungarian Labour and Social Security Administration (MÁK),
3. data reporting and close cooperation with the Payroll and Project teams,
4. drafting of contract amendments,
5. tasks relating to employees leaving the company,
6. determining long-service awards, preparing for payroll processing, handover,
7. determining and recording leave,
8. recording of unpaid leave,
9. data reporting tasks for supervisory bodies and management,
10. reporting of labour statistics,
11. tax data reporting,
12. maintaining internal labour records,
13. ongoing reconciliation with the payroll records,
14. requesting statements relating to annual taxation,
15. monitoring of expiring contracts and notifying management,
16. maintaining the personnel database – on a monthly basis, with ongoing reconciliation,
17. ongoing participation in monthly payroll meetings and professional coordination between the HR and accounting teams,
18. recording of further training, training courses and other professional activities, and the administrative management of these,
19. recording and managing declarations of assets,
20. carrying out other ad hoc HR-related administrative tasks as required.

2.2. Social security tasks

1. calculation and recording of non-wage benefits,
2. reporting data to health and pension funds,
3. recording of non-regular income,
4. handling deductions and suspensions (telephone, etc.),
5. processing and recording of salary advances,
6. issuing certificates,
7. managing the e-data system and forwarding the necessary information,
8. handling matters relating to insured status,
9. assessing and issuing separate tax charges following telephone calls,
10. calculation of entertainment expenses,

11. management of social security benefits; calculation and administration with authorities,
12. handling TAJ and AAJ matters for foreign agents with the authorities,
13. calculation of commission fees,
14. full-service administration of the cafeteria scheme,
15. recording, managing and calculating leave and absences,
16. submission and calculation of variable pay,
17. collection, recording and calculation of attendance records,
18. issuing income certificates,
19. initiating transfers received from MÁK,
20. data reporting tasks for supervisory bodies and the management of the Research Centre,
21. providing statistical data,
22. tax data reporting,
23. maintaining records related to the role,
24. organising and recording commission contracts, producing records for payroll, notifying managers of expiring deadlines, and collecting certificates of completion.

3. Project Group responsibilities:

3.1. Project accounting and financial tasks:

1. monitoring the financial and accounting fulfilment of commitments in the institution's administrative system and the project's financial accounting system,
2. settling cost items that cannot be charged to the project in question,
3. carrying out the necessary accounting reconciliations,
4. monitoring, incorporating and applying national, EU and international financial, accounting and management rules, as well as the guidelines of funding and partner organisations, into the institution's procedures,
5. financial planning for grant applications, performing the duties of financial manager and assistant for grant applications/projects, and, where necessary, collaborating with members of the Management Board (Senior EU Research Funding Advisor, Project Portfolio Coordinators) with the involvement of project assistants,
6. maintaining contact with funding and partner organisations; resolving financial issues and queries arising during implementation; liaising and cooperating with the project leader, internal and external contacts, or colleagues performing administrative tasks; coordinating and preparing the financial documents required for the conclusion of the grant agreement/grant letter; preparing, finalising and approving the financial aspects of change notifications and contract amendments required during project implementation;
7. preparing and recording advance payment requests,
8. participating in the preparation of the project's procurement and/or public procurement plan: providing the financial information required for the execution of procurements and public procurements, and participating in the evaluation of tenders.
9. contracts, invoices and their attachments (invoice translation, quotation, purchase order, order confirmation, delivery note), certificates of completion, timesheets and other supporting documents: checking their financial content and adding clauses in accordance with legal and Research Centre regulations,
10. during the financial management of the project, the preparation, submission and recording of payment requests, preparing, submitting and recording financial statements

- and reports, rectifying financial discrepancies, maintaining the project registry dossier, where necessary with the assistance of members of the Management Board (Senior EU Research Funding Advisor, Project Portfolio Coordinators) and project assistants,
11. liaising with the auditor, where the managed project has an independent auditor, and supporting the auditor's work by providing the necessary information and documents,
 12. preparing and monitoring the breakdown of the project budget according to general ledger accounts,
 13. reviewing the timing of costs, continuously monitoring the project's liquidity, and updating the project's liquidity plan,
 14. ensuring payment claims (proportions) for milestones, initiating action where necessary, complying with requests for financial data from the funding and partner organisations, as well as the senior management and decision-makers of the Research Centre,
 15. continuous, institutional-level monitoring of the project budget, preparation of internal monitoring reports, identification and management of the project's financial risks,
 16. participation in on-site inspections and audits, compiling the requested financial documents by the deadline,
 17. handling all financial tasks related to project closure, and, where necessary, collaborating with members of the Management Board (Senior Advisor for EU Research Funding, Project Portfolio Coordinators) with the involvement of project assistants.

Section 8: Key roles within the organisation from the perspective of the HUN-REN Network and the Research Centre as a whole

1. The Director-General is obliged to ensure that positions and tasks of key importance to the Research Centre and the HUN-REN Network as a whole are filled and carried out within the organisation, either as independent positions or as designated 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 (Innovation Secretary) is responsible for the management of intellectual creations generated at the Research Centre and for the protection of intellectual property; they perform the tasks specified in the HUN-REN regulations on intellectual property management, and receive professional guidance on their activities from the head of the HUN-REN 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 tasks related to the protection of all electronic information systems operating there; 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 manager's activities is the head of the HUN-REN data manager 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 (communications secretary) 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 related 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 the group leader.
- f) The role of the AI Ambassador is to carry out tasks that encourage and facilitate the use of cutting-edge technologies in research, to promote the tools provided under the HUN-REN AI4Impact programme and assist with their implementation, to organise internal training sessions, and to support research projects requiring AI. Participation in the HUN-REN AI Ambassador Network and adherence to the professional guidelines of its leader.
- g) Grant and project management tasks (EU/international research funding and science policy advisor) 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 applications. Participation in the HUN-REN grant and project management network and adherence to the professional guidelines of its leader.
- h) Tasks related to the public service funding contract include its fulfilment and review, network-level elements of the science strategy, as well as the entirety of internal and external data reporting and communication tasks related to scientific reporting and coordination within the network, and ensuring the related processes at the research 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 the 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 9. Other duties covering the entirety of HUN-REN Wigner FK

- a) The duties of the scientific secretary: coordination of the scientific relations of the Research Centre and its institutes, and participation in their management. Immediate forwarding of information and data relating to joint operations within the Research Centre to the institutes. Participation in the compilation of scientific plans and reports.
- b) The Technical Manager: The Technical Manager oversees tasks related to the technical operation of the Research Centre in accordance with relevant legislation, international

technical standards, methodological guidelines, and the provisions of manuals containing technical standards and regulations. Their role is to manage and carry out all activities relating to the operation of the Research Centre, with particular regard to ensuring the continuous and uninterrupted provision of research and research and development activities. They are required to carry out their duties independently, free from external influence, impartially and objectively.

- c) Integrity Officer: assists managers and staff in ensuring lawful and ethical operations. Their main tasks are to prevent misconduct, receive and investigate reports, and ensure compliance with ethical standards. Complaints Handling, Mediation and Operational Advisor: performs professional advisory and coordination tasks that support the transparency and integrity of the Research Centre's operations, including the operation of the internal complaints handling and whistleblowing system; handling reports in the public interest; and conducting investigations and making recommendations to maintain lawful and ethical operations. Coordination of equal opportunities tasks; performing the duties of Chair of the Equal Opportunities Committee. Annual assessment of integrity and corruption risks; operation of the internal control environment and the integrated risk management system.
- d) The duties of the Health and Safety Officer include carrying out the Research Centre's health and safety activities in compliance with relevant legislation and internal regulations, as well as training employees and implementing preventive measures under the direction and supervision of the Director General and the Technical Manager.
- e) The Radiation Protection Officer is responsible for monitoring compliance with the Research Centre's radiation protection regulations throughout the entire Research Centre, a task carried out in cooperation with the Technical Manager, thereby promoting safe operations in accordance with legislation and internal regulations.

CHAPTER V

DETAILED RULES OF THE BODIES, COMMITTEES AND OTHER COORDINATING FORUMS OF THE HUN-REN WIGNER FK

DETAILED RULES OF THE BODIES OF HUN-REN WIGNER FK

Section 1: The Wigner Directors' Council

1. The Wigner Directors' Council (hereinafter: WIT) 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 WIT are not binding on the Director-General.
2. The WIT's task is to support, through its proposals and opinions, the Research Centre's effective activities and efficient operation in fulfilling the objectives and mission set out in the HUN-REN Act and the founding documents, and in carrying out the tasks defined in the HUN-REN Wigner FK Rules of Procedure, with a view to promoting scientific research, and innovation, and the promotion of their social and economic benefits, and 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 WIT.

3. The Chair of the WIT is the Director-General. In the event of the Director-General’s incapacity or absence, WIT meetings are chaired by the Deputy Director-General, who is obliged to inform the Director-General of the decisions taken in a subsequent report. Minutes of the meetings are taken by an employee appointed by the Director-General.
4. The members of the WIT are: the Director-General, the Deputy Director-General, the Director of Finance, the Institute Directors and their deputies, and the Head of the Mission-Driven Research Board. Depending on the agenda, the Director-General may invite other staff members, a representative of HUN-REN, or external experts to the WIT with the right to participate in discussions.
5. The Director-General shall convene a meeting of the WIT, specifying the agenda. The WIT shall meet as necessary, but at least four times a year. The Director-General shall convene a meeting of the WIT at the joint initiative of a majority of the permanent members or the institute directors, specifying the agenda. The agenda for the WIT meeting shall be determined by the Director-General. Issues proposed by a majority of the permanent members of the WIT must be placed on the agenda by the Director-General. Meetings of the WIT shall be chaired by the Director-General or, in his absence, by the Deputy Director-General, or by a member of the WIT designated by him.
6. The Director-General shall appoint a member of staff to perform the duties of the WIT Secretary. The Director-General shall send the materials relating to the WIT agenda and the minutes of the WIT meeting electronically to the permanent members and those invited to the meeting via the WIT Secretary. The general rules of document management shall apply to documents relating to the WIT meeting, insofar as the WIT Secretary is responsible for their proper application.
7. The Director-General shall inform the Research Centre’s staff and the management of HUN-REN of the agenda and conclusions of the WIT meeting as necessary.

Section 2: Management Board

1. The Management Board (hereinafter: MB) is a body which assists the Director-General in matters relating to the operation and activities of the Research Centre and which has the right to express opinions and make recommendations. The opinions and recommendations of the MB are not binding on the Director-General.
2. The members of the MC are the Director-General, the Deputy Director-General, the Financial Director, the EU/International Research Funding and Science Policy Adviser, the Complaints Handling, Coordination and Operational Adviser, the Technical Director, the Institute Directors and their deputies, the heads of the scientific departments, the Scientific Secretary, the communications secretary, the innovation secretary, and the heads of the Research Centre’s organisational units. Depending on the agenda, the Director-General may

also invite other staff members, a representative of HUN-REN, or external experts to the Scientific Council with the right to participate in discussions.

3. The Director-General convenes the VT meeting, setting out the agenda. The VT shall meet as necessary, at least once a month. The Director-General shall convene a meeting of the VT upon a joint initiative by the institute directors specifying the agenda. The agenda for the VT meeting shall be determined by the Director-General. VT meetings shall be chaired by the Director-General or, in his absence, by the Deputy Director-General.
4. The Director-General shall appoint a member of staff to perform the duties of the VT Secretary. The Director-General shall send the materials relating to the agenda of the Scientific Council and the minutes of the meeting to the members and those invited to the meeting electronically, via the Secretary of the Scientific Council. The general rules of document management shall apply to documents relating to the meeting of the Scientific Council, insofar as the Secretary of the Scientific Council is responsible for their proper application.

Section 3: Wigner Scientific Council

1. The Director General is supported by the Wigner Scientific Council (hereinafter: WSC) in strategic matters relating to the Research Centre's scientific, research and innovation activities, with the power to make recommendations and give opinions.
2. The matters falling within the remit of the WSC include, in particular, the following:
 - a) making proposals regarding the Research Centre's strategic research directions and discussing the Research Centre's scientific concept;
 - b) discussing amendments to the Research Centre's Rules of Procedure initiated by the WTT itself;
 - c) scientific reports from research groups and projects, as well as the evaluation of such reports, and the preparation of proposals for the closure or initiation of research topics, where these extend beyond the remit of the scientific institutes;
 - d) educational matters and relations with higher education institutions;
 - e) discussion of annual institutional plans and scientific reports;
 - f) preparing proposals on the expansion or reduction of the Research Centre's jointly cultivated scientific fields and the launch of new research directions, and providing opinions on the institute's proposals;
 - g) discussing rules of procedure falling within its remit;
 - h) conducting habilitation procedures relating to permanent academic posts;
 - i) initiating the establishment or dissolution of an institute or other organisational unit.
3. Members of the WTT with voting rights are research professors, scientific advisers (holders of a PhD from the Hungarian Academy of Sciences) or employees holding equivalent titles who are employed by the Research Centre on a full-time or part-time basis.
4. Directors of scientific institutes may also delegate senior research fellows with voting rights to the WTT, but no more than three members each.
5. Permanent guests with advisory rights to the WTT are former WTT members who have retired from the Research Centre or its predecessor organisations. Permanent guests at WTT

meetings also include the Financial Director, the directors of the scientific institutes, and the complaints handling, mediation and operational adviser.

6. At the request of the Director-General, the Chair of the WTT may also invite internationally recognised figures of high professional standing to WTT meetings, who can authoritatively, professionally and objectively evaluate the Research Centre's results in various domestic and international forums within the relevant scientific field, and communicate them impartially. The invitees have the right to participate in deliberations.
7. The WTT shall elect its chair and vice-chair from among its members for a three-year term.
8. The WTT meeting is convened by its chair. The Director-General or the members may also initiate the convening of a WTT meeting. Upon a written request from more than a quarter of the members, the Chair of the WTT must convene a WTT meeting. In the event that the Chair of the WTT is unable to attend, the Vice-Chair of the WTT shall chair the WTT meeting. The WTT meets at least twice a year.
9. The members of the WTT may also deliberate in two sections: the RMI Scientific Council (RMI-TT) and the SZFI Scientific Council (SZFI-TT).
10. In connection with the operation of the WTT and the sections, further detailed rules may be laid down in rules of procedure, if necessary, which shall be approved by the Director-General after consulting the institute directors and the WTT.

Section 4: Mission-Driven Research Board

1. Mission-driven research and development includes innovation activities related to the priority research and development directions set out in the Public Task Financing Agreement (hereinafter: KFSZ) concluded between the ministry responsible for innovation and HUN-REN. The Mission-Driven Research Board (hereinafter: MKK), established at the research centre level, is responsible for coordinating, monitoring and evaluating these activities, as well as for verifying compliance with the monitoring indicators under the KFSZ. The head of the MKK is appointed by the Director-General.
2. The Director-General issues the institutional call for proposals; the MKK evaluates the proposals received by the deadline and then makes a recommendation to the Director-General and the Financial Director regarding support and funding. The MKK evaluates the results of funded institutional projects on a quarterly basis, with particular regard to the fulfilment of the KFSZ monitoring indicators. Depending on the outcome of the evaluation, it makes a recommendation to the Director-General regarding the continuation or early termination of the projects. It prepares a report on completed projects and assesses them.
3. The members of the MKK are the directors of the scientific institutes (or their delegates) and researchers invited by the head of the MKK.
4. The meetings of the MKK are convened and chaired by the head of the MKK. Minutes are taken of the meetings.

Section 5: External Advisory Board

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

Section 6: Research Centre Meeting

1. The Director-General shall convene the Research Centre's staff at least once a year for a staff meeting (hereinafter: SM), at which he or she shall review the past period and provide information on the priorities for the coming period.
2. Employees may also initiate the convening of the RC Meeting by specifying the agenda. In the case of matters affecting the Research Centre as a whole, the Director-General shall be obliged to convene the RC Meeting at the initiative of more than half of the Research Centre's employees; in the case of scientific matters, at the initiative of more than a quarter of the total number of researchers.

Section 7: Research Groups Forum

1. The Director-General may convene the Research Groups' Forum (hereinafter: RG) on any fundamental matter affecting research activities at the Research Centre where he or she deems it necessary to seek the views of the research group leaders belonging to the research departments who are directly responsible for research programmes and research and development projects
2. The guests of the Research Council are the directors of the scientific institutes and the heads of the scientific departments. The agenda of the Research Council is determined by the Director-General.

Section 8: Intellectual Property Committee

1. The body responsible for making proposals regarding intellectual works at HUN-REN Wigner FK is the Intellectual Property Committee (hereinafter: IPC). The rules governing the operation and duties of the IPC are set out in the regulations of HUN-REN and HUN-REN Wigner FK concerning the management of intellectual property. The CEO of HUN-REN shall participate in the IP Committee either in person or through a representative.

Section 9. Other professional committees within HUN-REN Wigner FK

1. The Director-General, or a person appointed by him, shall decide on the composition of committees tasked with specific duties, the appointment of their members, and the duration of their appointment.
2. The committees are additional advisory bodies to the Director-General; some operate on a permanent basis, whilst others are established as ad hoc committees to carry out specific tasks. Their duties are set out in instructions from the Director-General or in regulations.

Appendices to the HUN-REN Wigner FK's organisational and operational regulations:

Appendix 1: Organisational chart of HUN-REN Wigner FK

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

Appendix 3: List of scientific research groups operating within HUN-REN Wigner FK