



ANNUAL REPORT 2022

CENTRE OF ADMINISTRATION AND OPERATIONS OF THE CAS

BASIC INFORMATION

Name:	Centre of Administration and Operations of the CAS
Registered office:	Národní 1009/3, 110 00 Prague 1, Czech Republic
Company ID (IČO):	60457856
VAT ID (DIČ):	CZ60457856
Website:	http://www.ssc.cas.cz/en
Founder:	Czech Academy of Sciences (hereinafter "CAS"), Národní 1009/3, 117 20 Prague 1

The **Centre of Administration and Operations of the CAS** (hereinafter "CAO"), is a public research institution entered in the Register of Public Research Institutions maintained by the Ministry of Education, Youth and Sports of the Czech Republic (<http://rvvi.msmt.cz>).

It is an independent legal entity of a non-profit nature whose aim is to provide research and development infrastructure and support services primarily to the CAS and its institutes.

Governing, Supervisory, and Executive Bodies

CAO Board

Composition of the CAO Board in 2022:

Chair: Bc. Jiří Padevět (CAO)

Vice-Chair: Ing. Josef Poborský (CAO)

Members:

- Ing. Zuzana Berková, MBA (CAO)
- Ing. Pavel Formáček (CAO)
- Ing. Leoš Horníček, Ph.D. (CAS Head Office)



- Ing. Pavel Janáček, Ph.D. (Institute of Czech Literature of the CAS)
- Doc. RNDr. Filip Matějka, Ph.D. (Economics Institute of the CAS) until 31 October 2022
- Mgr. Václav Čermák, Ph.D. (Institute of Slavonic Studies of the CAS) from 1 November 2022
- Ing. Jindřich Sojka (CAO)
- Ing. Tomáš Wencel, MBA (CAO)

Secretary: Ing. Lidmila Sochůrková (CAO)

In 2022, the CAO Board met four times for regular sessions and made three decisions via per rollam voting.

Supervisory Board

Composition of the CAO Supervisory Board in 2022:

Chair: Ing. Petra Broskevičová (Institute of Sociology of the CAS) from 1 May 2022, second term in office

Vice-Chair: JUDr. Jiří Malý (CAO) from 1 June 2022, second term in office

Members:

- Ing. Karel Aim, CSc. (Institute of Chemical Process Fundamentals of the CAS) from 1 May 2022, second term in office
- Ing. Marta Arazimová (Institute of Atmospheric Physics of the CAS) from 6 September 2022, second term in office
- Prof. Ing. Jiří Homola, CSc., DSc. (Institute of Photonics and Electronics of the CAS)
- PhDr. Ondřej Ševeček, Ph.D. (Institute of Philosophy of the CAS)
- Ing. Július Štuller, CSc. (Institute of Computer Science of the CAS)

Secretary: Martina Jeleňáková (CAO)

In 2022, the Supervisory Board met four times for regular sessions and made six decisions via per rollam voting. The regular sessions were routinely attended by the CAO Director, the CAO Property Management and Services Division Director, and occasionally by the CAO Finance Director.

EVALUATION OF CORE ACTIVITIES

Research Activities and Projects

Co-operative Project CZERA

This project is focused on delivering a comprehensive portfolio of support services essential for the active involvement and integration of Czech research and innovation stakeholders in the European Research Area. The project is coordinated by the Technology Centre of the CAS (as of



2023 the Technology Centre Prague), which – working in collaboration with the EURAXESS Czech Republic centre hosted by the CAO of the CAS and with the Centre for Gender and Science (NKC) at the Institute of Sociology of the CAS – provides expert advice to Czech government authorities responsible for research, development, and innovation policy, as well as to research organisations and businesses across the country.

Strategic Intelligence for Research and Innovation (STRATIN+)

In this co-operative project, the Technology Centre of the CAS, acting as the main coordinator, has joined forces with the National Training Fund, the Centre for Gender and Science (NKC) at the Institute of Sociology of the CAS, and the CAO of the CAS, which manages the activities of the EURAXESS Czech Republic centre. Together, the STRATIN+ project partners respond to the needs of research and innovation stakeholders active in the public administration and Czech research institutions. They prepare analytical studies used in the development of evidence-based research, development, and innovation policy in the Czech Republic. Within STRATIN+, EURAXESS Czech Republic is involved in the “Science, Education, and the Labour Market” module, where its primary role is to conduct systemic analyses of the conditions for the formation of international research teams, the recruitment of top experts and talent from abroad, and to map administrative barriers pertaining to international research mobility.

Analysis of Basic Security Events (Incidents) in the CAS Network

This research project deals with the issue of collecting and subsequently processing data about security events recorded in the address space of the CAS network. The principal investigator of the project is the CAS-CSIRT security team of the CAS network.

AKEN – Academic Encyclopedia of Czech Culture

Launched in 2019, the project (*Akademická encyklopedie české kultury*) was initiated by the Institute of Czech Literature of the CAS to meet the need for a new, modernised, robust encyclopedic platform – one that was intuitive, well-structured, and supporting diverse user roles within its internal workflow. The CAO of the CAS is a project partner, providing programming, analytical, consultancy, and administrative services.

Map of Modern Czech History

This research initiative aims to create and continuously update an interactive map of modern Czech history covering the period 1919–1990. The map application will consist of layers that users can explore simultaneously or sequentially; in most cases, clicking on a map point will not only show the location of the event, but also provide additional contextual information.

Inhabitants of the Protectorate of Bohemia and Moravia Who Died on the Occupied Territory Database

Drawing on existing printed and digital databases, as well as archival and field research, this project seeks to compile the most comprehensive possible list of residents of the former Protectorate of Bohemia and Moravia who were executed and tortured to death, and/or who died as a



result of ethnic persecution, wartime events, and bombings on the territory of the former Protectorate of Bohemia and Moravia.

CAS Skill Set for Knowledge and Technology Transfer

This project is a key component of the support system facilitating the practical application of research results produced by CAS institutes. To develop the skill set, the CAO of the CAS has conducted research aimed at defining the categories and types of knowledge that contribute to successful technology transfer.

Impact of Popularisation Activities on Changing Trends in Public Behaviour and Interest in Science and Research

The long-term, ongoing activities of the CAO of the CAS involve organising educational events and events that popularise science aimed at the general public – lectures, workshops, festivals, exhibitions, etc. This research tracks visitor behaviour and evaluates specific editions of the organised event Week of the Czech Academy of Sciences, for example by identifying visitor preferences for particular activities, scientific disciplines, and communication channels. The findings will also support future use of proven promotional tools to positively influence public attitudes toward popular science events.

Technology Transfer

The CAO of the CAS's activities in the field of knowledge and technology transfer focused on four main areas. Chief among these was the further development of knowledge and tech transfer within the CAS and the strengthening of collaboration with the CAS institutes. Educational activities in the field of technology transfer also played a vital role, aiming to raise awareness of the critical importance of practically applying scientific findings in society. A wide range of events and communication activities supported this mission.

International Research Mobility, EURAXESS

EURAXESS Czech Republic was supported by the Ministry of Education, Youth and Sports of the Czech Republic by way of the co-operative project *Fostering the Integration of the Czech Republic's R&I Ecosystem into the European Research Area and Providing Support for Intensive International Cooperation between Czech Research Organisations and Enterprises in R&D&I (CZERA)*.

Collaboration within the CAS

In 2022, the CAO of the CAS once again included as part of its infrastructure support expert assessments of the Resort Professional Commission of the CAS for Approval of Projects of Experiments on Animals at CAS institutes. It also provided consultations on proposed amendments to the Czech Higher Education Act and the Act on the Support of Research, Development and Innovation.



Legal Support

Legal support at the CAO of the CAS is primarily provided by the Legal Section of the Advisory and Administrative Office of the CAO and the Technology Transfer Centre (CETAV). Additional legal services are provided based on outputs from the Human Resources Office and the Property Management and Services Division of the CAO. In 2022, these departments collectively handled 1,061 cases related to legal support.

Publishing and Periodicals

Publishing Activities

In 2022, Academia Publishing came out with 109 non-periodical publications (including four new editions and five monographs as part of the CAS Strategy AV21 project), as well as five reprints. It also published seven volumes in the *Věda kolem nás* (Science Around Us) series (plus 16 reprints) and five brochures (plus one reprint) related to the CAS Strategy AV21, along with four issues of the journal *Kybernetika* and six issues of *ŽIVA* magazine.

Popular Science Magazines

Four issues of the official magazine of the CAS, *A / Věda a výzkum* (A / Science and Research), were published in 2022. The March issue focused on conspiracy theories, the June one on forests, and the feature of the September and December issues were the heart and asteroids, respectively.

Two issues of the popular science magazine *AΩ / Věda pro každého* (AΩ / Science for Everyone) also came out – the spring issue focused on the Sun, and the autumn issue on hunger. Additionally, 10 issues of the in-house digital newsletter *AB / Akademický bulletin* (AB / Academic Bulletin), intended for CAS staff, were published in 2022.

Construction, Operations, and Engineering Activities

In 2022, the CAO supported the leadership of the CAS in assessing, drafting, and preparing materials for approving plans for investment and non-investment projects related to new construction, renovations, and major repairs of properties owned by CAS institutes. It also handled the agenda related to the management of the CAO's real estate assets, including materials for decisions made by the CAO Supervisory Board.

Operational Activities

A key responsibility of the CAO in 2022 was to ensure the provision of regular services and activities necessary for the operation of the Czech Academy of Sciences headquarters, as well as the Academy's training and recreational facilities. Measures to improve the use of the building for both the public and the Academy were gradually implemented – particularly upgrades to shared spaces and conference rooms 205, 206, and 108, including the modernisation of technical equipment and sanitary facilities.



Information Technology

In 2022, the CAO focused primarily on IT support and services for the CAS Head Office, the CAO, the Institute of Psychology of the CAS, and the Institute of Biotechnology of the CAS. Critical tasks included managing network and server infrastructure, operating, supporting, and developing economic information systems, and administering websites not only for internal needs but also for other CAS institutes.

Publicity, Science Communication, and Educational Activities

In 2022, the CAO worked actively to promote the reputation of the CAS and its institutes as prestigious and trustworthy institutions, both in the Czech Republic and abroad. It played a central role in science communication and media outreach – not only within the CAS, but also in engaging the wider public. The CAO organised the largest science outreach events in the Czech Republic, including the *Science Fair* and the *Week of the Czech Academy of Sciences*, and continued to serve as a key organiser of major public events and high-profile media projects of the CAS.

Training Events and HR Development for CAS Institutes

The CAO actively contributed to human resources development by providing a range of training events tailored to diverse target groups across the CAS. It systematically supported the professional development of top CAS management, early-career researchers, technical and administrative staff, and science communicators. The educational programmes offered were designed to reflect the current needs of individual CAS institutes. Additional educational activities included internship opportunities for secondary school students as part of the *Otevřená věda* (Open Science) project and training courses for teachers.

Activities in Employment Relations

Due to the COVID-19 pandemic in previous years, the CAO gradually adopted a flexible work model, alternating between on-site and remote work. A portion of the administrative agenda of most of the employees was shifted online.

In 2022, the CAO implemented new versions of internal regulations governing labour relations, organisation, and management, including the Organisational Code, Wage Code, and Code of Practice. The CAO Director's Directive on the Structure of Work Positions was updated several times throughout the year. These updated internal regulations reflected changes in the organisational structure of the CAO.

The CAO is continually exploring modern trends and striving to improve working conditions to support optimal staff performance. In addition to flexible and remote work arrangements, the CAO allows job sharing, various part-time arrangements, and customised work schedules for mothers returning to work after parental leave. Employees are also offered access to childcare in the CAO's own daycare centres in Prague and in a preschool facility in Brno.

An online onboarding webinar was introduced, providing all essential information about the CAO.

The CAO employee evaluation system remained unchanged from previous years. A pilot project for 360-degree feedback, launched in 2021, expanded the scope of performance assessment.



To qualify for the *HR Excellence in Research Award* (HR Award), the CAO developed an Action Plan based on its GAP Analysis. This plan includes 20 measures and a number of objectives, and efforts to implement it continued throughout 2022.

The CAO conducted an online survey on working conditions, aiming to improve collaboration and raise the quality of its services. In spring and summer 2022, selected CAO researchers and employees were invited to individual interviews to better understand how they perceived their working environment and what they thought could be improved. In December 2022, a questionnaire survey was conducted to identify persistent administrative barriers to international mobility.

The Human Resources Office continued to devote significant attention to employee training and development in 2022.