



ANNUAL REPORT 2024

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 character 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 2024:

Chair:	PhDr. Jiří Padevět (CAO)
Vice-Chair:	Ing. Josef Poborský (CAO)
Members:	Ing. Zuzana Berková, MBA (CAO) Mgr. Václav Čermák, Ph.D. (Institute of Slavonic Studies of the CAS) Ing. Pavel Formáček (CAO) Ing. Leoš Horníček, Ph.D. (CAS Head Office) Ing. Pavel Janáček, Ph.D. (Institute of Czech Literature of the CAS) Mgr. Roman Ondráček (CAO) Ing. Tomáš Wencel, MBA (CAO)
Secretary:	Ing. Lidmila Sochůrková (CAO)

In 2024, the CAO Board met three times for regular sessions and held four per rollam votes.



Supervisory Board

Composition of the CAO Supervisory Board in 2024:

Chair: Ing. Petra Broskevičová (Institute of Sociology of the CAS)

Vice-Chair: JUDr. Jiří Malý (CAO)

Members: Ing. Karel Aim, CSc. (Institute of Chemical Process Fundamentals of the CAS)
Ing. Marta Arazimová (Institute of Atmospheric Physics of the CAS)
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 2024, the Supervisory Board met six times for regular sessions and made three additional decisions via per rollam voting.

EVALUATION OF CORE ACTIVITIES

Research Activities and Projects

CAS Skill Set for Knowledge and Technology Transfer

Through the CAS Transfer Office CETAV (in cooperation with the CAO Information Technology Division), the CAO is implementing a research project aimed at creating the *CAS Skill Set for Knowledge and Tech Transfer*. The project was launched in 2023 and builds on the *CAS Strategy for Knowledge and Technology Transfer*, approved by the Academy Council of the CAS. Its main aim is to facilitate knowledge and tech transfer from CAS institutes to industry and agriculture, thereby supporting innovation and economic growth.

Surveys at Public Outreach Events

In 2024, five research projects were carried out that focused on gaining deeper insight into the impact of public outreach activities of the CAS and optimizing science communication strategies in the digital environment. The research was conducted both in the context of long-term studies (in particular “The Analysis of the Current State of Science Popularization in the Context of the CAS and Future Strategies in the Digital Era,” and “The Impact of Popularisation Activities on Changing Trends in Public Behaviour and Interest in Science and Research”) and through internal analyses reflecting, for instance, the twenty-year history of the Open Science program of the CAS.

Map of Modern Czech History Database

The aim of this research activity is 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 view individually or simultaneously, such as: Events of 1918, Borderland Riots of 1919, Mining District Riots of 1920, Disintegration of the Republic 1938, Holocaust, Paratrooper Landings into the Protectorate of Bohemia and Moravia from Great Britain, Paratrooper Landings into



the Protectorate of Bohemia and Moravia from the USSR, Gestapo Offices and Nazi Execution Sites, Combat Operations in 1945, Expulsion of Germans in 1945, Extraordinary People's Courts, Communist Concentration Camps, Events of August 1968, and November 1989. For most map points, users will be able to click for additional information beyond the location of the event(s).

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

Based on existing printed or electronic databases (e.g., List of the Fallen during the Prague Uprising – Military History Institute Prague; List of Roma who Died in the Camps Lety u Písku and Hodonín u Kunštátu – Museum of Romani Culture; or the Terezín Memorial Book – Terezín Initiative Institute) and on archival and field research, this project is compiling a comprehensive list of citizens of the former Protectorate of Bohemia and Moravia who were executed, tortured to death, killed in action, or died as a result of ethnic persecution, wartime events, and bombings on the territory of the former Protectorate of Bohemia and Moravia.

Co-operative Project CZERA

This project focuses on providing a comprehensive portfolio of support services necessary for the intensive involvement of Czech research and innovation stakeholders in the European Research Area. The principal investigator of the project is the Technology Centre Prague, which, in cooperation with the EURAXESS Centre Prague at the CAO and the Centre for Gender and Science (NKC) at the Institute of Sociology of the CAS, provides expert support to Czech government authorities responsible for research, development, and innovation agendas, and in particular to research organizations and enterprises in the Czech Republic.

Strategic Intelligence for Research and Innovation (STRATIN+) Co-operative Project

Within this project, the Technology Centre Prague, as the main project coordinator, is collaborating with the National Training Fund, the Centre for Gender and Science (NKC) at the Institute of Sociology of the CAS, and the CAO, which operates the EURAXESS Centre. Working together, the project participants respond to the needs of research and innovation stakeholders from central government authorities and representatives of Czech research organizations, preparing analytical studies used to develop evidence-based policies for research, development, and innovation in the Czech Republic.

Research Infrastructure

Security Centres, E-Infrastructure

In 2024, the CAO, in cooperation with the CESNET and PASNET associations, worked on the development of the national e-infrastructure for science, research, and education, as well as the Prague academic network. This included the administration of server certificates and the EduID system, operation of the CAS-CSIRT security team of the CAS network, coordination and consultation in building EDUROAM networks, and the development of CAO-owned networks which are part of the PASNET network. Another important activity was the management of the IPv4 and IPv6 address space for CAS networks and the second-level domains cas.cz, avcr.cz, and avcr.eu.



A milestone was marked by the launch of a project under the Operational Program Johannes Amos Comenius to establish the National Repository Platform for Research Data (NRP).

Publishing Activities, Peer Review, and Academia Publishing House Journals

In 2024, a total of 89 non-periodical titles were published (including nine new editions and three reprints of monographs from a CAS Strategy AV21 project) and four reprints of book publications, of which 67 fell under core activities (including reprints). Additionally, five brochures in the series *Věda kolem nás* (Science Around Us), plus 14 reprints, and six brochures, plus two reprints, from the CAS Strategy AV21 were published, along with five issues of the peer-reviewed journal *Kybernetika*. Out of the total number of non-periodical publications, 50 titles received support from the Commission for Support of Publishing Activities of the CAS. During 2024, six regular issues of the journal *Živa* were also published.

Public Outreach Events and Educational Activities

In 2024, the CAO actively enhanced the reputation of the CAS and its institutes as prestigious and reliable institutions, both in the Czech Republic and abroad. It played a central role in science communication and public outreach – not only within the CAS, but also in engaging the wider public. The CAO organized the largest science outreach events in the Czech Republic (the Science Fair and the Week of the Czech Academy of Sciences). It continued to serve as a key organizer of major public events and high-profile media projects on behalf of the CAS.

Dissemination of Research Results and Information

The scientific results of the CAS have the potential to make a visible impact in the Czech media landscape. The CAO, particularly its External Relations Division, provides significant support to researchers in this regard – assisting CAS institutes that do not have their own PR staff with preparing press kits, drafting press releases and other materials for journalists, and reaching out to editorial offices of media outlets.

Educational Activities for Knowledge and Technology Transfer

The CAO is making a significant contribution to professional development across the CAS by offering a wide range of educational activities tailored to different groups of employees. It provides long-term and systematic support for the professional growth of key segments – from senior management and early-career researchers to technical and administrative staff and science communication specialists. The content of educational programs has been flexibly adapted to the current needs of individual CAS institutes. In addition, the CAO organizes other forms of training, such as student internships as part of the Open Science project and courses for teachers.

Human Resources Management, Equal Opportunities, Support of Researchers

In 2024, the CAO launched a new initiative: an HR platform for meetings of the HR departments of CAS institutes. The platform serves as a forum for sharing knowledge and experience among the CAS institutes and is organized by the HR Office of the CAO in cooperation with the Institute of Philosophy of the CAS. The first meeting, focusing on the amendment of the Czech Labor Code, took place on 25 November 2024 and was attended by nearly 60 representatives from



42 CAS institutes. The goal of this initiative is to strengthen collaboration and the sharing of information among institutes, thereby contributing to better human resources management and improved working conditions.

Legal Support for Research

In providing research and development infrastructure across various disciplines, selected divisions of the CAO provide legal support in the form of expert consulting services. This involves conceptual, analytical, and methodological cooperation across the CAO departments, the CAS Head Office, and sometimes individual CAS institutes. In total, 1,110 cases were handled in 2024. Compared to the previous reporting period, the demand for legal support once again showed a stable trend.

Conference Services for Disseminating Research Results

For the CAS institutes and the needs of the CAS Head Office, the CAO operates three conference centers located in Prague, the Central Bohemian Region, and the Vysočina Region of the Czech Republic. To support researcher mobility, it also runs two lodging facilities in Prague intended for medium- and long-term stays of researchers. Additionally, at the CAS headquarters in Prague, the CAO manages the congress halls used for scientific events and sessions of the governing bodies of the CAS, including the provision of all related support and catering services.

Knowledge and Technology Transfer

In 2024, a wide range of activities were carried out to support the practical application of research results produced by the CAS institutes. The CAO played a key role in targeted support for research teams as well as in creating an environment conducive to transfer. The number of individual transfer projects directly supported by the CAO has been steadily increasing across the wide spectrum of CAS institutes in all three research areas the CAS is involved in.

A stable part of the system for applying research results in practice in 2024 was the Application Development and Commercialization Program (PRAK). The program's primary goal is direct support for research teams of the CAS wishing to focus on transferring research results. By the end of 2024, more than 70 projects had been submitted to the program, and 33 of them received support.

Property Records and Management

In 2024, the CAO continued to provide support to the CAS leadership in evaluating, processing, and preparing documentation for the approval of plans for investment and non-investment projects concerning new construction and development, reconstructions, and major repairs of buildings owned by the CAS institutes.



ACTIVITIES IN EMPLOYMENT RELATIONS

In 2023, the CAO obtained the HR Excellence in Research Award, which recognizes institutions for excellence in human resource management. The HR Award is granted by the European Commission to research organizations implementing the Human Resources Strategy for Researchers (HRS4R). Obtaining the certification was preceded by an analysis of HR processes and their subsequent improvement within the CAO. In 2024, the action plan for changes in the area of HR was implemented, and this will continue in 2025.

Internal communication within the CAO was ensured via an organization-wide intranet on the MS SharePoint platform. In 2024, the intranet remained the main communication platform within the organization. More than 70 news articles were published, which were read by an average of 30–40% of CAO employees.

In 2023, the CAO conducted a gender analysis, followed by the preparation of a Gender Equality Plan, which will continue to guide future steps. More than a year has passed since the establishment of the Gender Equality Committee, which in January 2024 became an advisory body to the CAO Director. The committee addresses compliance with equality principles among employees, receives suggestions and petitions, and resolves them.

The CAO focuses on adopting modern approaches and improving working conditions to optimise employee performance. In recent years, the CAO has gradually introduced a so-called flexible work model, with employees alternating between on-site work and remote work. In addition to this flexible work model, the CAO allows job sharing, work with various reduced workloads, and individual adjustments of working hours for mothers of young children gradually returning to work from parental leave.

New rules have been established for employee recruitment and selection to ensure a uniform procedure across all CAO departments and to eliminate any potential risks. The CAO applies equal treatment to all applicants and prohibits any form of discrimination.

Each autumn, the CAO conducts an employee satisfaction survey to assess employee loyalty and satisfaction and to gather feedback on how to improve organizational performance.