

**Order 2/2015 (I. 16.) by the Minister of the Prime Minister's Office
on the Organisational and Operational Regulations of the National Research, Development
and Innovation Office¹**

Acting within my powers conferred upon me by Section 71 (1) of Act XLIII of 2010 on Central Administrative Authorities and on the Legal Status of Members of the Government and State Secretaries, in due consideration of the provisions of Section 23 (4) c) of Act CXXX of 2010 on Legislation, I hereby issue the following order:

Section 1 I issue the Organisational and Operational Regulations of the National Research, Development and Innovation Office (hereinafter: the Regulations) as set forth in Annex 1.

Section 2²

Section 3 This Order shall enter into force on the day following its publication.

Annex 1 to Order 2/2015 (I. 16.) by the Minister of the Prime Minister's Office

I. GENERAL PROVISIONS

1. The legal status of the National Research, Development and Innovation Office

Section 1 Pursuant to Section 4 (2) and Section 6 of Act LXXVI of 2014 on Scientific Research, Development and Innovation, the National Research, Development and Innovation Office (hereinafter: NKFI Hivatal (Office)) is a central budgetary organisation operating as a government office with primary responsibility for the Government's public funding of research, development and innovation activities. The NKFI Hivatal (Office) is supervised by the Prime Minister's Office.

2. Basic information on the National Research, Development and Innovation Office

Section 2 Information on the NKFI Hivatal (Office):

- a) full Hungarian name: Nemzeti Kutatási, Fejlesztési és Innovációs Hivatal;
- b) abbreviated name: NKFI Hivatal (Office);
- c) full English name: National Research, Development and Innovation Office;
- d) central office: 1061 Budapest, Andrásy út 12.;
- e) branch offices:

¹ Published: Official Announcements (Annex of the National Gazette) 2015/2.

² Repealed: Pursuant to Section 12 of Act CXXX of 2010. Repealed as of 18/1/2015.

- ea)* 1093 Budapest, Czuczor u. 10.,
- eb)* 1077 Budapest, Kéthly Anna tér 1.,
- f)* mailing address: 1241 Budapest, Pf. 160;
- g)* founder: National Assembly;
- h)* date of foundation: 1 January 2015;
- i)* governing body: Government;
- j)* governing body's address: 1055 Budapest, Kossuth Lajos tér 1–3.;
- k)* person exercising control powers: the Prime Minister;
- l)* name of supervisory body: Prime Minister's Office;
- m)* address of supervisory body: 1055 Budapest, Kossuth Lajos tér 1–3.;
- n)* person exercising supervisory powers: the Minister of the Prime Minister's Office;
- o)* the legal act ordering the creation of the Office: Act LXXVI of 2014 on Scientific Research, Development and Innovation;
- p)* number of the deed of foundation: ME-JHSZ/J/1934/2014;
- q)* date of issue of the deed of foundation: 30 December 2014;
- r)* budgetary sector code of its principal activity: 841114 Government services provided for fundamental research;
- s)* classification of its main activities according to government function:
- 011320 Participation in international organisations
 - 013330 Tendering and funding management, control
 - 014010 General R&D policy
 - 014020 Fundamental research into biotechnology
 - 014030 Fundamental research into natural sciences and engineering
 - 014040 Fundamental research into social sciences and humanities
 - 015010 Applied research and development regarding general public services
 - 018020 Payments into the central budget
 - 041130 Intellectual property and innovation administration
 - 049020 Innovation related to R&D activities
 - 082044 Library services
- t)* account manager: Hungarian State Treasury;
- u)* appropriation allocation account number 10032000-00334820-00000000;
- v)* government registry identification number (PIR/Financial Information System): 831004;
- w)* tax number: 15831000-2-42,
- x)* statistical ID assigned by the Central Statistical Office: 15831000-8411-311-01,

y)the NKFI Hivatal (Office) exercises ownership rights in the following business organisation:
European X-Ray Free-Electron Laser GmbH (European XFEL GmbH).

II. THE ACTIVITIES AND ORGANISATIONAL STRUCTURE OF THE NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE

3. Core activities

Section 3 The core activities of the NKFI Hivatal (Office) are the public duties defined by Act LXXVI of 2014 on Scientific Research, Development and Innovation.

4. Legal acts regulating the core activities

Section 4 The legal acts regulating the core activities of the NKFI Hivatal (Office) are the following:

- a)* Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: RDI Act);
- b)* Act CLXVI of 2010 on the Host Agreement between the European Institute of Innovation and Technology and the Government of the Republic of Hungary;
- c)* Act XLIII of 2010 on Central Administrative Authorities, and on the Legal Status of Members of the Government and State Secretaries;
- d)* Act CXCV of 2011 on Public Finances;
- e)* the Budget Act in force;
- f)* Act CVIII of 2011 on Public Procurement;
- g)* Act CXCIX of 2011 on Public Officials (hereinafter: Public Officials Act);
- h)* Act I of 2012 on the Labour Code;
- i)* Act XXVII of 1998 on Biotechnology Activities;
- j)* Government Decree 152/2014 (VI. 6.) on the Powers and Responsibilities of Members of the Government;
- k)* Government Decree 368/2011. (XII. 31.) on the Implementation of the Act on Public Finances;
- l)* Government Decree 4/2013. (I. 11.) on the Accounting of Public Finances;
- m)* Government Decree 370/2011. (XII. 31.) on the Internal Control System and Internal Audits of Budgetary Organisations;
- n)* Government Decree 181/2007. (VII. 6.) on the Accreditation of Research Organisations Hosting Third-Country National Researchers and on the Hosting Agreement;
- o)* Government Decree 335/2005 (XII. 29.) on the Common Provisions of Document Management in Bodies of Public Administration;
- p)* Government decision 35/2010 (II. 26.) on the promulgation of the Convention concerning

the construction and operation of a European X-Ray Free-Electron Laser Facility (XFEL) between the Government of the Republic of Hungary, the Government of the Kingdom of Denmark, the Government of the French Republic, the Government of the Federal Republic of Germany, the Government of the Hellenic Republic, the Government of the Republic of Italy, the Government of the Republic of Poland, the Government of the Russian Federation, the Government of the Slovak Republic, the Government of the Kingdom of Spain, the Government of the Kingdom of Sweden, the Government of the Swiss Confederation and the Government of the United Kingdom of Great Britain and Northern Ireland;

q) Government Decree 140/2012. (VII. 2.) on the Government Committee for National Development;

r) Government Decree 272/2014. (XI. 5.) on the Rules of the Use of Funds from Certain European Union Funds in the 2014-2020 Programming Period.

5. Entrepreneurial activities

Section 5 The NKFI Hivatal (Office) does not engage in entrepreneurial activities.

6. Organisational structure

Section 6 (1) The independent organisational units of the NKFI Hivatal (Office) are the departments.

(2) Departments are led by a head of department, whose work is directly overseen by the President or a Vice President as indicated in the Regulations. At departments, a deputy head of department with no unit management responsibilities may also be appointed as the general deputy of the head of department in addition to deputy heads of department who manage a unit (or, if there are no units within the department, instead of them).

Section 7 (1) Units may be set up within the departments referred to in Section 6.

(2) Units are run by the head of department, or a deputy head of department or head of unit whose work is overseen by the head of department.

Section 8 The NKFI Hivatal (Office) is supported in its professional activities by the bodies indicated in the RDI Act.

Section 9 With a view to achieving the objectives of the Office, the President of the NKFI Hivatal (Office) may set up workgroups. Workgroups are organisational units set up for handling clearly defined sets of tasks (projects) that require the participation of multiple organisational units and, if justified, third parties (persons or organisations).

Section 10 The organisational chart of the NKFI Hivatal (Office) is in Appendix 1.

Section 11 With a view to completing the tasks of the NKFI Hivatal (Office), the President may,

acting within his or her powers, order a reallocation of organisational units within the total number of staff within the organisation.

Section 12 The detailed rules on exercising the employer's rights by the management – including delegated employer's rights –, the list of the most important positions associated with the principal activity and the professional requirements for filling such positions, as well as the detailed rules on qualifications-based wage supplements are contained in the Public Service Regulations of the NKFI Hivatal (Office) (hereinafter: PSR).

III. THE MANAGERS AND SUBORDINATE EMPLOYEES OF THE NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE

A) Management

7. The President

Section 13 (1) The person bearing sole responsibility for the management of the NKFI Hivatal (Office) is the President, appointed and dismissed by the Prime Minister. The term of appointment is 5 years, and no person may be appointed President of the NKFI Hivatal (Office) more than twice.

(2) The President of the NKFI Hivatal (Office)

a) is responsible for preparing the long-term and annual programme strategies of the NKFI Alap (Fund) and submitting them for approval;

b) is responsible for the competent realisation of the goals and tasks set out for the NKFI Hivatal (Office) by legal Acts and the work programmes and long-term and annual programme plans of the NKFI Hivatal (Office) and the realisation at a high professional standard of the goals and the tasks set out in the long term and annual programme plans of the NKFI Alap (Fund);

c) represents the Government in research, development and innovation matters towards other countries and international organisations;

d) ensures that the coordination tasks related to the government's Research, Development and Innovation Strategy (hereinafter: RDI Strategy) are carried out, and makes suggestions and proposals to the Government regarding the regulation of research, development and innovation and the activities of the NKFI Hivatal (Office);

e) sets the general goals, priority objectives and work programmes of the NKFI Hivatal (Office), and prepares and submits for approval the long-term and annual programme strategies of the NKFI Alap (Fund);

f) exercises the rights granted to the person managing a body controlling a budget chapter

over the NKFI Hivatal (Office) and its appropriations managed at the chapter level, as well as the NKFI Alap (Fund);

g) ensures that the budgetary proposal and report regarding the chapters of the NKFI Hivatal (Office) and the NKFI Alap (Fund) are prepared;

h) is responsible for ensuring that the assets provided to the NKFI Hivatal (Office) for management or use with a view to fulfilling its tasks are used as intended;

i) is responsible for ensuring that the financial management of the NKFI Hivatal (Office) and the NKFI Alap (Fund) meets the requirements of professional expediency and cost effectiveness, for meeting planning, reporting and information supply obligations in full and truthfully, for acting in accordance with financial means and obligations, and for the institutions appropriate accounting;

j) has the power to appoint the Presidents and members of the specialised colleges and Innovation Board referred to in the RDI Act;

k) directs the NKFI Hivatal (Office);

l) approves the annual work plan of the NKFI Hivatal (Office);

m) is responsible for preparing the Regulations of the NKFI Hivatal (Office) and preparing them to the competent minister, approves the rules of procedure of departments and the bodies participating in research, development and innovation activities;

n) ensures that the internal control system and the internal audit system are put into place and operated;

o) exercises all employer's rights over the government officials, government administrators and employees of the NKFI Hivatal (Office) that are not assigned to other bodies or persons by the applicable legal regulations, and which the President has not transferred to other managers of the NKFI Hivatal (Office);

p) acting within his or her powers and responsibilities, has general evaluation powers;

q) directs and controls the work of the IT security manager;

r) makes proposals for state honours, awards professional awards, may award presidential commendations or other awards to exceptionally well-performing employees; the President also has the right of wage adjustment;

s) makes decisions and takes measures in cases that the legal regulations refer to the powers of the director of the budgetary organisation or the director of the body responsible for the budget chapter in question, and in cases that the President of the NKFI Hivatal (Office), pursuant to the legal regulations, may claim authority over.

(3) The President of the NKFI Hivatal (Office) is fully entitled to represent the NKFI Hivatal (Office), and may act on its behalf towards domestic and foreign bodies and persons, the

Government and its members, Parliament and parliamentary committees. Within the constraints set by the relevant legal regulations, the President has full rights to issue instructions, act as the representative, issue documents, undertake obligations and order payments in matters that regard the NKFI Hivatal (Office) and the NKFI Alap (Fund). The President also exercises organisation regulation powers pursuant to the Act on Legislation.

(4) The President has direct supervisory powers over

- a)* Vice Presidents;
- b)* the Office of the President;
- c)* the Department of Legal and Administrative Affairs;
- d)* the Department of Finance;
- e)* the Department for Internal Audit and
- f)* the Department for Strategy and Programme Planning.

(5) The President may assign tasks listed in (2) and (3) to a Vice President or a head of department on a case by case basis or permanently, except if a legal regulation assigns the task to the personal competence of the head of the budgetary organisation.

(6) The President may assign any specific task to any government official, government administrator (hereinafter jointly: government official) or employee who has the necessary qualifications, and – within the constraints of legal regulations – may instruct them regarding the way the task is to be carried out.

(7) If the President is absent or unable to attend to his or her duties, the President's general duties are taken over by the Vice President for Innovation and General Affairs.

8. Vice Presidents

Section 14 (1) The Vice Presidents assist the President's work, and work under the President's guidance.

(2) Vice Presidents are appointed and dismissed by the Prime Minister on the proposal of the President of the NKFI Hivatal (Office). The term of appointment is 5 years, and no person may be appointed Vice President of the NKFI Hivatal (Office) more than twice. Other employer's rights regarding Vice Presidents are exercised by the President of the NKFI Hivatal (Office).

(3) As part of their general duties and powers, the Vice Presidents of the NKFI Hivatal (Office)

- a)* represent the NKFI Hivatal (Office) as prescribed by the Regulations;
- b)* exercise decision-making rights regarding tasks falling within their scope of responsibilities;
- c)* direct the activities of the organisational units under their supervision, have the directors of the organisational units under their supervision report to them on the work of their units;

d) may propose appointments and dismissals of heads of department, deputy heads of department and heads of unit, as well as the initiation of disciplinary and indemnity proceedings regarding employees at the organisational unit under their control with the president of the NKFI Hivatal (Office);

e) may claim authority over any matter within the area under their control, with the exception of presidential assignments made pursuant to Section 13 (6), may assign any specific matter to any government official, and – within the constraints of legal regulations – may instruct them regarding the way the task is to be carried out;

f) monitor, control and assess the tasks that form part of their sphere of responsibility or are assigned to them on an ad hoc basis, and ensure that feedback is provided regarding the assessment results;

g) may initiate presidential decisions and actions regarding any issue falling within the sphere of responsibilities of the NKFI Hivatal (Office);

h) comment on the rules of procedure of the organisational units under their control;

i) proceed in matters assigned to them by the President on a case by case basis or permanently.

(4) In case of absence or inability to attend to his or her duties

a) the Vice President for Innovation and General Affairs is substituted by the Vice President for Research and Development;

b) the Vice President for Research and Development is substituted by the Vice President for Innovation and General Affairs;

c) the Vice President for External Relations is substituted by the Vice President for Innovation and General Affairs.

(5) If a Vice President of the NKFI Hivatal (Office) is absent or unable to attend to his or her duties, the President of the NKFI Hivatal (Office) may claim the right of substitution referred to in (4); simultaneously with taking this measure, the President notifies the Vice President the substitution duties were assigned to pursuant to (4) *a)*-*c)*.

Section 15 (1) The Vice President for Innovation and General Affairs is the operative director of the implementation of the innovation-related tasks of the NKFI Hivatal (Office) laid down in law, and, as such, especially responsible for:

a) participating in the tasks of the NKFI Hivatal (Office) related to the creation and implementation of the RDI Strategy when it comes to issues related to innovation;

b) directing administrative work related to innovation fund disbursed from the NKFI Alap (Fund), especially: coordinating the preparation and publishing of calls for tender, appointing expert groups and the Innovation Board, evaluating applications, signing subsidy contracts,

issuing subsidy deeds and monitoring and controlling funded applications;

c) making proposals to the President of the NKFI Hivatal (Office) regarding the launching of innovation-related calls for tender to be funded from the NKFI Alap (Fund), publishing calls for tender or adjudging individual requests submitted outside of calls for tender;

d) participating in professional tasks falling within the competence of the NKFI Hivatal (Office) related to the use of European Union funds specified by the RDI Act for innovation funds;

e) ensuring that the data held by the organisational unit under his or her direction regarding innovation tenders managed by the NKFI Hivatal (Office) are authentic, complete and up-to-date;

f) directing the work of the Department of Fund Management and Innovation and the Department for Innovation Policy.

(2) Acting within his or her duties as general vice president, the Vice President for Innovation and General Affairs:

a) substitutes the President of the NKFI Hivatal (Office) with general powers if the President is absent or unable to attend to his or her duties;

b) exercises employer's rights using powers transferred as specified in the PSR;

c) is responsible for the technical content of the long-term and annual programme strategy of the NKFI Alap (Fund) and the preparation of the NKFI Alap's (Fund) innovation policy, as well as the coordination of the related work of the various organisational units of the NKFI Hivatal (Office);

d) oversees and coordinates the implementation of the agreement concluded with the relevant Managing Authority pursuant to Section 10 (1) *f)* of the RDI Act.

Section 16 The Vice President for Research and Development is the operative director of the implementation of the statutory tasks of the NKFI Hivatal (Office) related to research and development funds, and, as such, especially responsible for:

a) participating in the coordination tasks of the NKFI Hivatal (Office) related to the creation and implementation of the RDI Strategy when it comes to issues related to research and development;

b) participating in the preparation of the long-term and annual programme strategy of the NKFI Alap (Fund) regarding his or her field of specialisation;

c) directing administrative work related to research and development funds disbursed from the NKFI Alap (Fund), especially: coordinating the preparation and publishing of calls for tender, appointing expert groups and the specialised colleges, evaluating applications, signing subsidy contracts, issuing subsidy deeds and monitoring and controlling funded applications;

- d)* making proposals to the President of the NKFI Hivatal (Office) regarding the launching of research and development related calls for tender to be funded from the NKFI Alap (Fund), publishing calls for tender or adjudging individual requests submitted outside of calls for tender;
- e)* participating in professional tasks falling within the competence of the NKFI Hivatal (Office) related to the use of European Union funds specified by the RDI Act for research and development funds;
- f)* ensures that the data held by the organisational unit under his or her direction regarding research and development tenders managed by the NKFI Hivatal (Office) are authentic, complete and up-to-date;
- g)* is responsible for the ongoing maintenance and development of the electronic tender management system (EPR) of the NKFI Hivatal (Office) handling research and development tenders;
- h)* directs the work of the Department for Research and Development.

Section 17 The Vice President for External Relations holds primary responsibility for the customer services of the NKFI Hivatal (Office) and for objection handling regarding tenders funded from the NKFI Alap (Fund), especially:

- a)* participating in preparing proposals regarding the generation and use of national and EU funds for research, development and innovation;
- b)* participating in the coordination of national, international and European cooperation regarding research, development and innovation;
- c)* coordinating the NKFI Hivatal's (Office) work related to setting up collaboration between micro, small and medium-sized enterprises in the areas of research, development and innovation;
- d)* coordinating the cooperation of the NKFI Hivatal (Office) with professional bodies, associations and non-governmental organisations, as well as the partnerships the NKFI Hivatal (Office) participates in;
- e)* participating in tasks related to the participation of the NKFI Hivatal (Office) in international organisations;
- f)* maintaining contact with the Hungarian Intellectual Property Office, and managing issues related to intellectual creations;
- g)* coordinating tasks related to keeping records on Hungarian research and development and innovation tenders (individual and statistical data on innovative enterprises, research infrastructures, products and services created as a result of RDI projects) as agreed upon with the departments holding such data, overseeing the analysis of such data in his or her field;

- h)* managing the review and handling of objections submitted regarding the tendering activities of the NKFI Hivatal (Office);
- i)* coordinating the general client contact activities of the NKFI Hivatal (Office);
- j)* directly managing the work of the Department for International Affairs, the Department for Innovation Services and the Department for Programme Analysis and Information Systems.

9. The chief financial officer

Section 18 (1) The chief financial officer of the NKFI Hivatal (Office) is the head of the Department of Finance, with responsibility for appropriately carrying out all the tasks that the relevant legal regulations require of budgetary organisations with independent operation and finances. The chief financial officer is responsible for the financial planning of the following chapters of the central budget: NKFI Hivatal (Office) as a budgetary organisation, the appropriations managed at the chapter level and the NKFI Alap (Fund) as an extra-budgetary fund.

(2) The head of the Department of Finance is appointed and dismissed by the minister responsible for the NKFI Hivatal (Office), and other employer's rights regarding the chief financial officer are exercised by the President of the NKFI Hivatal (Office).

10. Heads of department

Section 19 (1) Heads of department – with the exception of the head of the Department of Finance – are appointed and dismissed by the President of the NKFI Hivatal (Office).

(2) Heads of department are responsible for the operation of the organisational unit under their leadership, for fulfilling the tasks delegated to them and for verifying implementation. Heads of department are especially responsible for:

- a)* directing the work of the heads of the organisational units of the department and of the employees, making sure that the implementation of tasks is verified, that direct subordinates report on their work and are evaluated;
- b)* making decisions on issues that belong to the sphere of responsibilities of the department or were assigned to the head of department by the President or the Vice President in charge of the department;
- c)* representing the department towards the managers and other organisational units of the NKFI Hivatal (Office), as well as third persons and organisations, and representing the NKFI Hivatal (Office) towards other bodies and persons if authorised to do so by the President;
- d)* ensuring that uniform work procedures are followed within the department;
- e)* exercising employer's rights pursuant to the PSR regarding employees of the department, and supporting and monitoring the human resources policy of managers under his or her

direction;

f) preparing drafts of legal regulations and other proposals, regulations and orders concerning the department's area of specialisation, participating in commenting on proposals, drafts and submissions sent by external bodies;

g) making proposals for awarding awards, professional prizes, titles, promotions and Presidential premiums;

h) proposing appointments and dismissals of deputy heads of department and heads of unit, as well as initiating disciplinary and indemnity proceedings regarding employees in the organisational unit under their control;

i) issuing official documents of the department;

j) ensuring that the data, information and internal orders falling within the department's sphere of responsibilities and powers are monitored and updated;

k) preparing and submitting for approval the department's rules of procedure;

l) handling all tasks that the President of the NKFI Hivatal (Office) identifies as the tasks of the head of department.

(3) Heads of department are substituted by the deputy head of department or head of unit indicated by the rules of procedure of the department in question, or – if there is no such person – the government official appointed by the head of department in accordance with the rules of procedure.

11. Deputy heads of department

Section 20 (1) Deputy heads of department are appointed and dismissed by the President of the NKFI Hivatal (Office).

(2) In accordance with the division of labour mandated by the head of department, deputy heads of department participate in

a) directing the execution of the tasks of the department and overseeing the department's work;

b) directly managing the department activity indicated by the head of department, and – if assigned the task of managing a unit – the organisational unit indicated by the department's rules of procedure, with responsibility for the operation of this organisational unit;

c) if assigned the task of managing a unit, carrying out all tasks that internal orders assign to heads of unit.

(3) The President of the NKFI Hivatal (Office) may assign specific tasks and responsibilities to deputy heads of department, regarding which they report to the manager appointed for the purpose.

12. Heads of unit

Section 21 (1) Heads of unit are appointed and dismissed by the President of the NKFI Hivatal (Office), in consultation with the head of department supervising the head of unit.

(2) Heads of unit are responsible for ensuring that the operation of their unit complies with legal regulations and internal orders, and they manage the work of the employees of the unit in accordance with the orders of their superiors.

(3) Heads of unit

a) manage and organise the work of the people working in the unit, ensure that they report on their work and that their work is evaluated;

b) make decisions on issues that are part of the sphere of responsibilities of the unit, or were assigned to the head of unit by a superior (President, Vice President, head of department, deputy head of department);

c) ensure that uniform work procedures are followed within the unit;

d) represent the unit within the organisational unit and the NKFI Hivatal (Office);

e) carry out all tasks that were assigned to heads of unit by internal order.

(4) If a head of unit is absent or unable to attend to his or her duties, he or she is substituted by an employee of the department appointed by the head of the department.

B) Subordinate employees

13. Technical advisers, principal technical advisers, public administration advisers, principal public administration advisers

Section 22 (1) The President of the NKFI Hivatal (Office) may award the titles of technical adviser, principal technical adviser, public administration adviser and principal public administration adviser in accordance with the provisions of the Public Officials Act.

(2) The number of technical adviser and principal adviser titles in total may not exceed 20% of the number of government officials with higher education qualifications on the staff of the NKFI Hivatal (Office). The number of public administrator adviser and principal adviser titles in total may not exceed 20% of the number of government officials with higher education qualifications on the staff of the NKFI Hivatal (Office).

14. Officials

Section 23 Officials prepare files falling within the sphere of responsibilities and powers of the NKFI Hivatal (Office) for decision-making, and apply their expertise to handling the tasks assigned to them. Officials are responsible for their own activities and, within their own work area, for

achieving the goals of the body of public administration. They carry out the tasks assigned to them by their job description or their manager in accordance with the instructions received and the deadlines set, in the knowledge and observance of legal regulations and rules of procedure.

15. Administrators

Section 24 Administrators are administrative employees of the NKFI Hivatal (Office), handling tasks related to the exercising of public powers, management and controls pursuant to the provisions of the Public Officials Act. They carry out their work in accordance with their job description and the instructions received from their immediate superiors.

16. Employees

Section 25 The NKFI Hivatal (Office) may employ people pursuant to the Labour Code for the following tasks: maintenance, services, and certain tasks that do not require the exercising of state authority (including especially the implementation of EU projects, the operation of IT systems, administrative tasks, customer service tasks).

IV. THE OPERATION OF THE NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE, GENERAL RULES

17. Representation

Section 26 The NKFI Hivatal (Office) is represented by the President of the NKFI Hivatal (Office) towards state bodies, businesses, non-governmental organisations and other bodies and organisations, the courts and authorities. The President may transfer these representation powers on a case by case basis, or regarding a certain set of issues; in such cases, the person authorised as a representative may act in the name of the President of the NKFI Hivatal (Office), following the President's instructions.

Section 27 The positions and opinions of the NKFI Hivatal (Office) may be represented towards the state public administration by the following persons: at the minister/secretary of state level, the President; at the deputy secretary of state level, the Vice President (in consultation with the President); at the head of department level, the person specifically authorised by the President or Vice President of the NKFI Hivatal (Office). Persons acting based on such authorisations may only make statements, issue documents or represent the NKFI Hivatal (Office) in other ways regarding the persons and issues indicated by the authorising party, with the authorised content.

Section 28 The President is the only person authorised to supply statements, press releases or information to the press regarding issues connected to the NKFI Hivatal (Office) or the NKFI Alap

(Fund); other managers or subordinate employees of the NKFI Hivatal (Office) may only do so with the President's prior permission. Only the Communication Unit may publish content on the public website of the NKFI Hivatal (Office), except for updating the pages and databases managed by the specialised departments. Departments may upload technical content related to matters affecting their organisational units to designated parts of the intranet site of the NKFI Hivatal (Office); the general parts of the intranet site are managed by the Communication Unit.

18. Issuing official documents

Section 29 (1) The President of the NKFI Hivatal (Office) issues (with the exception indicated in (3)) the documents released to ministers, secretaries of state, secretaries of state for public administration, deputy secretaries of state and the heads of central public administration bodies and other bodies, as well as all documents regarding which the President decides to reserve issuing rights.

(2) Documents released to the Prime Minister, the President of the Republic, the Speaker of Parliament, the President of the Constitutional Court, the President of the Curia, the Prosecutor General, the President of the State Audit Office, the President of the Government Control Office, the President of the Hungarian State Treasury, the President of the National Office for the Judiciary and the President of the Hungarian Academy of Sciences may only be issued by the President of the NKFI Hivatal (Office).

(3) The Vice Presidents of the NKFI Hivatal (Office) may issue documents related to their sphere of powers and responsibilities to deputy secretaries of state. In other cases, unless otherwise instructed by the President of the NKFI Hivatal (Office), the Vice Presidents issue the documents falling within their sphere of powers and responsibilities that do not require presidential decision or issuing.

(4) Regarding cases falling within their sphere of powers and responsibilities, the heads of department of the NKFI Hivatal (Office) may issue documents to managers of the same position, legal status or rank, as well as documents the issuing of which is not reserved for the President or Vice Presidents of the NKFI Hivatal (Office), or for which the originally authorised person (President or Vice President) authorised them.

Section 30 Regarding financial issues and issues with a financial impact, the rights to issue documents, undertake obligations, order payments, countersign and validate documents may be exercised pursuant to the provisions of the Financial Regulations.

Section 31 The person issuing documents is responsible for the content and legal compliance of issued documents – however, this does not void the statutory responsibilities of the official in charge of the case. Case files must indicate the name of the official preparing the case file in order

to make sure that professional competence and responsibility can be tracked. If the NKFI Hivatal (Office) has not reached a unified opinion regarding the content of a document to be issued, it is the task of the person preparing the issued document to objectively discuss the differing positions.

19. The use and registration of stamps

Section 32 (1) The NKFI Hivatal (Office) uses circular stamps labelled as President, Vice President and labelled with sequential numbers starting from 1 on all official documents, with the exception noted in (2).

(2) Stamps differing from the markings specified in (1) may be used on documents regarding human resources and social security issues, statistical data supply and the handling of classified information, and if a legislative act so requires.

20. The internal management of the NKFI Hivatal (Office)

Section 33 (1) The internal management tools of the NKFI Hivatal (Office) are the following: compulsory internal regulations, implementation rules and information memos, sent to the whole organisation or a specific organisational unit:

a) presidential orders contain general instructions and obligations, and are issued by the President regarding the organisation or operation of the NKFI Hivatal (Office) or other issues important for the operation;

b) other internal regulations are issued by the President of the NKFI Hivatal (Office) regarding the internal operational rules of the Office and the tasks of specific organisational units and persons; they affect the whole Office and their issuing is required by legal acts, normative decisions or normative orders;

c) presidential circulars have the same material and organisational scope as presidential orders, and may only contain instructions that are compatible with the regulations in force, expanding and specifying them, ensuring their uniform interpretation or supplying implementation guidelines;

d) information memos are communications issued by the President regarding the operation or activities of the NKFI Hivatal (Office) regarding a specific case, measure or situation; information memos may also be issued by the Vice President and heads of department regarding matters related to their sphere of powers and responsibilities;

e) rules of procedure contain the tasks of independent organisational units and the detailed rules of their internal operation; they are prepared by the manager of the independent organisational unit and approved by the President of the NKFI Hivatal (Office).

(2) The documents listed in (1) are prepared by the organisational unit indicated by a legal

regulation, internal regulation or, in the absence of these, the President. The comments of the Department of Legal and Administrative Affairs must be sought regarding drafts, with the exception of information memos issued pursuant to (1) *d*). The Department of Legal and Administrative Affairs conserves and keeps records on a copy of the original signed document – with the exception of information memos issued pursuant to (1) *d*), which are the responsibility of the organisational unit preparing it. The Office of the President is responsible for publication on the intranet. If the contents of a document referred to in (1) need to be communicated to those affected by other means, directly, this is the task of the organisational unit that prepared it and is primarily responsible for the document.

Section 34 The President of the NKFI Hivatal (Office) regulates the operation of the NKFI Alap (Fund) in accordance with the provisions of Section 33.

21. General rules on administration

Section 35 (1) The provisions of the legal acts and internal orders in force must be taken into account when carrying out work activities. The organisational units of the NKFI Hivatal (Office) are required to apply close and organised cooperation, maintain direct contact and help each other in the course of their work by supplying necessary information and data and by any other means.

(2) The organisational unit with primary responsibility for handling issues is the one into whose competence the execution or coordination of the task belongs pursuant to legal acts, normative decisions, normative orders or the Regulations. If an issue also involves the sphere of powers and responsibilities of another organisational unit, or requires special expertise, the organisational unit with primary responsibility must arrange the participation of the other unit. In case of competence conflicts between organisational units, or if the party with competence cannot be clearly identified, the President of the NKFI Hivatal (Office) designates the organisational unit with primary responsibility and any other participating organisational units.

Section 36 The Vice Presidents and heads of department of the NKFI Hivatal (Office) have the right to participate in preparing and commenting on proposals, participate in proceedings and initiate the preparation of proposals, issue statements or make decisions regarding issues affecting their area of specialty.

Section 37 (1) Managers – with the exception of the President of the NKFI Hivatal (Office) – may not issue orders to employees working at an organisational unit that is not under their direction. However, Vice Presidents may request the head of a department under the direction of the President or another Vice President to cooperate with them regarding a specific issue. If the issue does not fall within the competence of the head of department in question, or the head of department does not agree with the Vice President's decision regarding the issue at hand, he or she informs the Vice

President, and, if the Vice President fails to take action, the President.

(2) Officials and administrators are instructed by their direct superiors. The superiors of their direct superiors may also instruct them if warranted by extraordinary circumstances, while informing the direct superior without delay.

Section 38 (1) In accordance with Section 35 (1), issuing and executing instructions and contacting others within the organisation with work-related requests must be carried out in observance of the chain of command. In extremely urgent cases, the consent of superiors who cannot act due to their absence must be obtained by telephone or by electronic means. This – or the fact that it was not possible to contact the superior – must be documented in the case files, and the case files must be forwarded to the superior without delay.

(2) The President, Vice Presidents and heads of department of the NKFI Hivatal (Office) assign tasks to specific persons by signing the case files, with the proviso that they are to involve the relevant organisational units, if necessary.

(3) Work must be carried out by the prescribed deadline in accordance with the relevant legal regulations and rules of procedure and the instructions of the head of the organisational unit in question. If there is no predetermined deadline, tasks must be finished by the specific deadline set by the manager when assigning the task. In general, a 30-day deadline is to be applied by default unless the manager specifies otherwise. Managers may mark cases as "urgent", in which case action must be taken without delay, but within three working days at the latest.

(4) If a measure was taken based on a superior's instruction that the official or the person signing the case files does not agree with, the contrary opinion may be noted in the case files.

(5) The head of the organisational unit in question is responsible for completing tasks, making sure work is carried out to a high professional standard and deadlines are met, furthermore he or she is responsible for carrying out controls on work. Tasks are carried out in accordance with job descriptions and the chain of command of organisational units.

(6) Work must be organised within organisational units so that the person responsible for carrying out – or failing to carry out – each task can be identified. If all the information necessary for making a managerial decision cannot be obtained from the case files themselves, the circumstances must be described in a written note and attached to the case files.

(7) Employees of the NKFI Hivatal (Office) are required to protect any data to be given statutory protection (especially classified data, personal data and business secrets) and other confidential information they come into the possession of during their work. Case files containing classified data (formerly state secrets and service secrets) must be handled in accordance with the rules on secret case handling, and they may not be removed from or sent out of the central office or branch offices of the NKFI Hivatal (Office) pursuant to the relevant specific regulations.

22. Preparing and executing work plans

Section 39 (1) The Office of the President, in collaboration with the departments, draws up the work plan of the NKFI Hivatal (Office) every six months.

(2) Those responsible for the tasks listed in the work plan must carry them out by the deadline set. Those responsible for the tasks listed in the work plan must inform the President about task execution or any obstacles to it before the deadline, in time to resolve the obstacle.

(3) Heads of department report to the President of the NKFI Hivatal (Office) on the status of work plan implementation in writing at the end of each six-month period.

23. Meetings

Section 40 (1) The President of the NKFI Hivatal (Office) may hold all-hands meetings in order to inform government officials and persons otherwise employed by the NKFI Hivatal (Office), the meeting takes place with the participation of the managers of the NKFI Hivatal (Office), government officials, people in other work-related legal relationships and external experts and other persons invited by the President.

(2) The President of the NKFI Hivatal (Office) may convene strategic meetings in order to discuss issues of strategic importance. Participants at strategic meetings include the President, the Vice Presidents and persons invited by the President.

(3) Management meetings constitute a permanent forum for preparing decisions supporting the President's work, aimed at coordinating the operation of the NKFI Hivatal (Office), identifying tasks and verifying their completion. The participants of management meetings include the President, the Vice Presidents, heads of department and persons invited by the President.

(4) Vice Presidents hold work meetings with the participation of the managers of the organisational units under their control, and, if necessary, employees. Heads of department hold work meetings for heads of unit under their direction, and, if necessary, employees of the department.

Section 41 For meetings held pursuant to Section 40 (1)-(3), agendas, proposals and meeting memos are prepared by the Office of the President. The administrative tasks related to meetings held pursuant to Section 40 (4) are handled by the manager with the power to convene the meeting.

Section 42 With a view to setting strategic goals and principles related to research, development and innovation tenders and handling the tasks set by the RDI Act, the President operates the Presidential Advisory Board, the Board of Scientific Councils, the specialised colleges and the Innovation Board.

24. Exercising employer's rights

Section 43 (1) The provisions of the following laws apply to the employees of the NKFI Hivatal (Office):

- a)* Act XLIII of 2010 on Central Administrative Authorities, and on the Legal Status of Members of the Government and State Secretaries and the Public Officials Act applies to the President and Vice Presidents of the NKFI Hivatal (Office);
- b)* the Public Officials Act applies to government officials and government administrators;
- c)* Act I of 2012 on the Labour Code applies to employees.

(2) Employer's rights regarding employees are exercised by the President of the NKFI Hivatal (Office), with the exceptions laid out in Sections 14 (2) and 18 (2). The President may transfer his or her powers regarding employer's rights by written statement to a Vice President or head of department of the NKFI Hivatal (Office), subject to the exceptions defined by legal regulations and this Regulation.

(3) If the President does not transfer the employer's rights, then if the President is absent or unable to attend to his or her duties, or if the President's position is vacant, the Vice President for Innovation and General Affairs takes over the President's rights in accordance with the general substitution rules.

(4) The President of the NKFI Hivatal (Office) has the following rights regarding every employee:

- a)* establishing, modifying and terminating public servant status and employee status;
- b)* awarding, modifying and revoking management roles;
- c)* establishing the tasks of managers to be listed in their job description, issuing job descriptions;
- d)* raising base wages by up to 50% or reducing them by up to 20%;
- e)* placing government officials on the reserve list with their consent;
- f)* temporarily reassigning government officials to another public administration body;
- g)* awarding the following titles: public administration adviser, principal public administration adviser, technical adviser and principal technical adviser;
- h)* carrying out tasks assigned to the person exercising employer's rights related to property declarations defined by legal regulations;
- i)* carrying out tasks related to the statutory performance evaluation of executives except heads of unit, and, in case of those receiving the lowest grade, revoking public administration adviser and principal public administration adviser titles;
- j)* starting disciplinary proceedings and indemnity proceedings, appointing investigating officers, appointing the members of the disciplinary council, carrying out proceedings in the disciplinary council;

- k)* approving funds or loans to employees for the purpose of building/purchase of real estate;
- l)* approving bonus payments;
- m)* authorising substitutions in accordance with the Public Officials Act, and setting the substitution fee;
- n)* promoting government officials to a higher grade;
- o)* approving unpaid leaves;
- p)* signing study contracts;
- q)* approving home rental grants, vacation grants and social assistance grants;
- r)* taking measures regarding temporary reassignments;
- s)* determining qualifications-based wage supplements and the positions where such supplements are available based on the PSR;
- t)* determining the foreign languages and positions eligible for wage supplement based on the PSR with regard to the languages listed therein;
- u)* allocating/approving vacations to managers except heads of unit, taking other measures related to working time allowances;
- v)* setting work schedules diverging from the general work schedule.

Section 44 The detailed rules on transferring and exercising employer's rights, and the positions and qualifications eligible for qualification-based and position-based wage supplement are set by the President of the NKFI Hivatal (Office) in the PSR.

25. Positions requiring the submission of an assets declaration

Section 45 (1) Pursuant to Act CLII of 2007 on Obligations Pertaining to Assets Declaration, the following government officials of the NKFI Hivatal (Office) are required to submit assets declarations with the frequency prescribed by the Act, unless otherwise stipulated by a legal act: those who – individually or as members of a body – have proposal, decision-making or control powers regarding

- a)* public administration cases;
- b)* public procurement procedures;
- c)* budgetary or other financial resources, with regard to the handling of state property, the extra-budgetary state fund or appropriations managed at the chapter level;
- d)* procedures regarding decisions on individual state fund;
- e)* inspections and accountability procedures regarding the use of state funds.

(2) In addition to those listed in Section 45 (1), the following persons are also required to submit an assets declaration: government officials in executive positions at the NKFI Hivatal (Office) and employees who are required to pass a type "C" national security screening in order to fill an

important and confidential position as public servants.

(3) Additionally, employees of the NKFI Hivatal (Office) who are not public servants but – individually or as members of a body – have proposal, decision-making or control powers regarding the following issues are also required to submit an assets declaration:

a) public procurement procedures;

b) managing budgetary or other financial resources or state property with regard to the extra-budgetary fund or appropriations managed at the chapter level or financial support provided to a public foundation set up by Parliament, the Government or a local government;

c) procedures regarding decisions on individual state funds.

(4) The detailed rules on the submission of assets declarations and their handling are contained in the PSR.

26. Calculating qualifications-based wage supplements

Section 46 (1) Pursuant to Government Decree 249/2012. (VIII. 31.) on the Benefits and Wage Supplements Available to Public Servants, qualifications-based wage supplements as defined by the Public Officials Act may be given to persons employed by the NKFI Hivatal (Office) to recognise academic degrees that enable more competent technical work or additional professional or specialised qualifications aimed at specialisation.

(2) Qualifications-based wage supplements may also be awarded to public servants who hold higher professional or specialised qualifications than the educational qualifications taken into account for the purpose of determining their wage grade, provided that the qualifications in question are necessary for fulfilling their duties.

(3) Qualifications-based wage supplements can be awarded to those who possess additional or higher-level professional or specialised qualifications than those required for their position by the legal acts on the educational requirements of public servants and other relevant legal acts.

(4) No qualifications-based wage supplements may be awarded to those whose professional or specialised qualifications are required for becoming or remaining a public servant or obtaining or maintaining a management position.

(5) Public servants possessing higher education qualifications who obtain an additional qualification in the same specialisation as the degree that was taken into account when determining their positions and grades are also barred from receiving qualifications-based wage supplements.

27. Rules on Financial Management

Section 47 (1) The budget of the NKFI Hivatal (Office) constitutes a separate budget chapter within the Budget Act; it is governed by the legal acts on financial management, normative decisions,

normative orders and internal regulations.

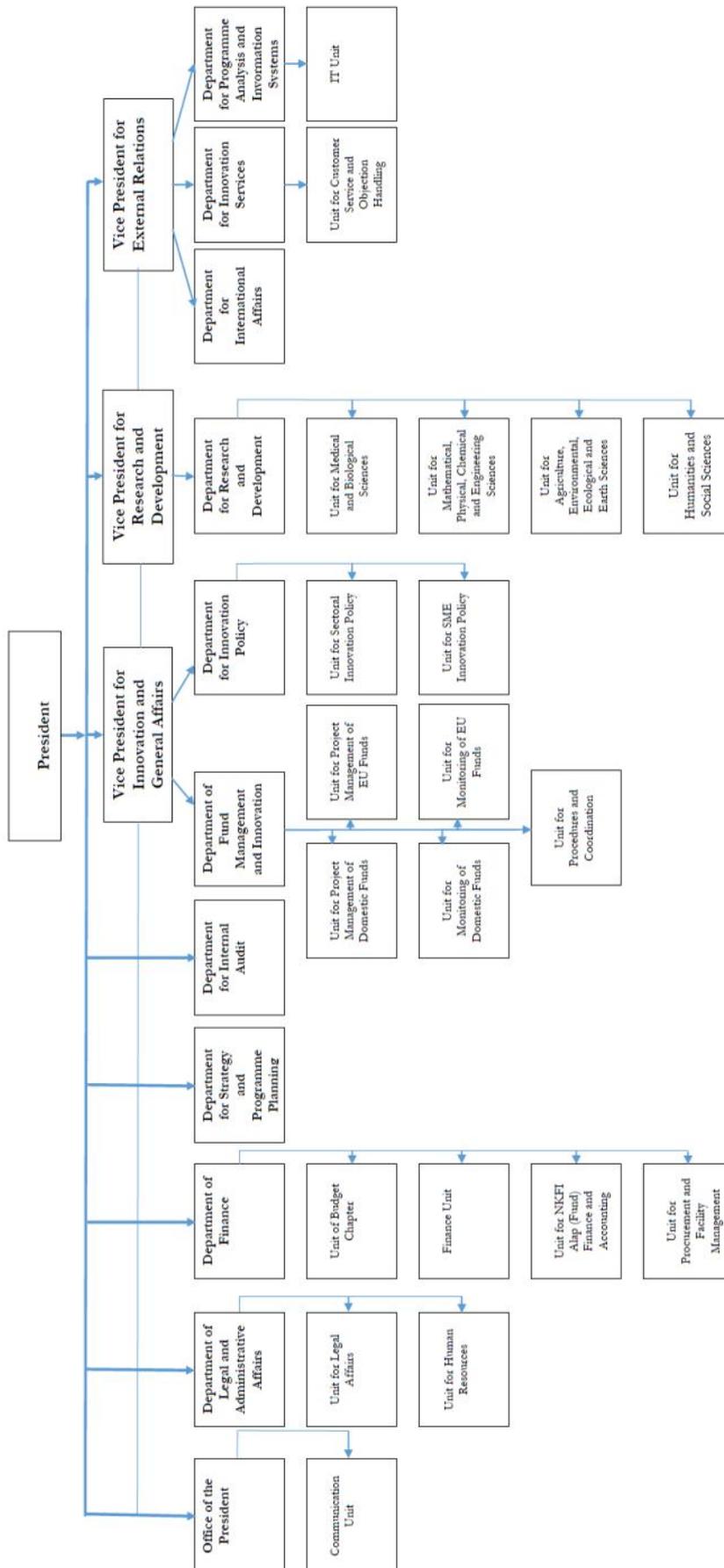
(2) The NKFI Hivatal (Office) is responsible for the NKFI Alap (Fund), and the budget of the NKFI Hivatal (Office) must be drawn up and handled separately from that of the NKFI Alap (Fund).

(3) Payment obligations and other obligations may be undertaken on behalf of the NKFI Hivatal (Office) by the President and the persons designated by the Regulations and the regulations on the financial management of the NKFI Hivatal (Office) and the NKFI Alap (Fund).

(4) The chief financial officer and the persons designated by the regulations on the financial management of the NKFI Hivatal (Office) and the NKFI Alap (Fund) have the right to countersign financial commitments.

Section 48 The rules on countersigning, validation and ordering payments are included in the regulations on the financial management of the NKFI Hivatal (Office) and the NKFI Alap (Fund) and contracting.

Appendix 1 to Order 2/2015 (I. 16.) by the Minister of the Prime Minister's Office
 (the organisational chart is also provided on separate sheet)



The tasks of the organisational units of the National Research, Development and Innovation Office

1 Organisational units under the President's direct control

1.1 The Office of the President

The Office of the President is an organisational unit designed to support the work of the President of the NKFI Hivatal (Office) by handling tasks relating to the preparation of decisions, coordination, management, administration and communication. The Office of the President,

a) as part of its activities relating to the preparation of decisions :

aa) draws up preparatory and background documents regarding issues and discussions handled by the President;

ab) collects and organises the background information, proposals and working documents related to presidential decision-making;

ac) oversees the preparation of the annual parliamentary report on the activities of the NKFI Hivatal (Office) and the use of the appropriations of the NKFI Alap (Fund) prepared pursuant to the RDI Act, and finalises it after receiving the President's approval;

ad) initiates and coordinates the preparation of surveys, data collections and analyses supporting the President's decision-making or examining the impacts of decisions;

ae) outlines possible options for decisions and models their consequences as part of the decision preparation process;

b) as part of its coordination activities:

ba) participates in the preparation and discussion of technical documents within the President's direct competence, and coordinates their preparation;

bb) coordinates the work regarding formulating opinions and unified NKFI Hivatal (Office) positions on proposals, requests and draft legislation received from supervisory bodies, other bodies of public administration and professional or non-governmental organisations;

bc) monitors the status of documents handed over to supervisory bodies and other public administration bodies for decision-making or comment;

bd) prepares the annual work plan of the NKFI Hivatal (Office);

be) draws up the rules relating to the image of the NKFI Hivatal (Office) and submits them to the President for approval;

bf) keeps records of the tasks set by legal regulations and work plans or assigned by the President, and monitors their timely execution;

bg) makes sure that requests for public information and other requests for data are complied with;

bh) ensures the coordination of external audits (audits carried out by the European Court of Auditors, the European Commission, the State Audit Office of Hungary, the Government Control Office, the Directorate General for Audit of European Funds, the Hungarian State Treasury, supervisory bodies and other parties representing the above bodies), and keeps annual records on the implementation of the action plans drawn up based on the results of such external audits;

bi) coordinates the preparation, organisation and execution of conferences and other events of the Office that are held by the President or are otherwise prioritised;

c) as part of its functional (administrative) activities:

ca) ensures the processing and forwarding of documents sent to the President and the handling and forwarding of the documents forwarded by organisational units to the President for issuing, approval or information, and carries out related day-to-day secretarial activities;

cb) organises, prepares and executes the events on the President's official schedule;

cc) prepares and organises all-hands, strategic and management meetings, prepares memos on them and maintains to-do lists regarding them;

cd) organises and coordinates internal and external discussions requiring central coordination;

d) as part of its communication activities:

da) draws up the communication strategy of the NKFI Hivatal (Office), ensures that it is implemented, coordinates the institutional communication of the NKFI Hivatal (Office);

db) prepares the communication regulations of the NKFI Hivatal (Office), ensures that they are kept up-to-date;

dc) participates in the preparation and organisation of the domestic and international public appearances of the President and the Vice Presidents;

dd) works out preparatory documents for the statements and declarations to be made by the President and Vice Presidents of the NKFI Hivatal (Office);

de) along with the relevant specialised departments, arranges the issuing of press releases;

df) organises and coordinates the media contacts of the NKFI Hivatal (Office), organises media events and the media appearances of the President and the Vice Presidents;

dg) carries out media monitoring;

dh) operates the internal communication system of the NKFI Hivatal (Office);

di) participates in creating the unified image of the NKFI Hivatal (Office), coordinates the

creative design work associated with image products, initiates their ordering and manufacturing;

dj) coordinates the content of the website and intranet site of the NKFI Hivatal (Office), makes proposals regarding the modification of content elements, ensures that the intranet site is updated;

dk) coordinates the work on publications made on the initiative of the NKFI Hivatal (Office) and the tasks related to their appearance.

1.2 The Department of Legal and Administrative Affairs

The Department of Legal and Administrative Affairs is an organisational unit responsible for the general legal, administrative and human resources policy tasks arising in connection with the operation of the NKFI Hivatal (Office). The Department of Legal and Administrative Affairs,

a) as part of its legal and administrative activities:

aa) in cooperation with the relevant specialised departments coordinates the preparation of the position of the NKFI Hivatal (Office), legal acts, normative decisions and normative orders to be prepared or commented on by the NKFI Hivatal (Office);

ab) participates in ensuring the legality of management decisions and preparing legal submissions;

ac) at the request of the President, the Vice Presidents and the heads of organisational units, issues legal opinions regarding cases that require legal analysis;

ad) prepares model contracts and other model documents and ensures that they are published on the internal information network site (with the exception of those to be prepared by other organisational units pursuant to these Regulations);

ae) in due observation of the provisions of *af)*, and with the exception of contracts drawn up based on a previously countersigned model, provides legal comments on and countersigns drafts of NKFI Hivatal (Office) contracts drawn up by the organisational units initiating the signing of the contract, without assessing financial or expediency considerations;

af) cooperates and supports the Unit for Procedures and Coordination and the Unit for Customer Service and Objection Handling regarding issues that require general legal expertise or internal legal control, without affecting the responsibility of the units involved, and comments on the compliance with the regulations of the NKFI Hivatal (Office) of models of calls for tender and subsidy contracts to be issued by the NKFI Hivatal (Office);

ag) provides legal representation for the NKFI Hivatal (Office) towards the courts and other authorities if the President of the NKFI Hivatal (Office) does not engage an external legal expert (attorney, law office), and prepares agency contracts and powers of attorney for legal

representation;

ah) provides legal opinions on draft legislation sent to the NKFI Hivatal (Office) for administrative or technical consultation, makes proposals regarding legislative amendments it feels necessary and prepares them;

ai) carries out codification work on the PSR and the public service data protection regulations based on the technical content prepared by the Unit For Human Resources, and provides opinions on instructions prepared by other organisational units with regard to legal and codification aspects;

aj) carries out the tasks included in the administrative procedure defined by the Government Decree on the Accreditation of Research Organisations Hosting Third-Country National Researchers and on the Hosting Agreement;

ak) participates in handling disciplinary actions regarding NKFI Hivatal (Office) employees and indemnity cases between the NKFI Hivatal (Office) and its employees;

al) takes the necessary steps in court and out of court in procedures aimed at recovering litigation costs;

am) prepares the document handling, data protection and public information regulations and arranges their regular updating and compliance with the legal regulations in force;

an) coordinates the document handling processes of the NKFI Hivatal (Office) and acts as a central document repository;

ao) by the unit's appointed employee carries out confidential administrator's tasks related to the record-keeping and handling of classified data;

b) as part of its human resource policy activities:

ba) handles tasks related to the government service status or employee status of staff members and employer's rights and responsibilities, and communicates with external bodies regarding these issues;

bb) prepares decisions and measures regarding human resources management, labour law issues, wage and benefit as well as education issues, and participates in setting up the internal rules on incentive systems, certain in-kind benefits and social benefits;

bc) participates in the planning of the human resources management of the NKFI Hivatal (Office), carries out the associated discussions and carries out official tasks related to human resources management;

bd) handles staff files and keeps the staff records required by legal regulations up-to-date in cooperation with the finance unit and the managers exercising employer's rights;

be) keeps records on employees whose working time is different from the general work schedule;

bf) carries out tasks related to staff size management, including participating in recruitment and selection processes, and collaborates with those exercising employer's rights in decisions regarding the establishment of new government service relationships or employment relationships and terminating employment relationships;

bg) handles tasks related to career planning and management replenishment;

bh) participates in procedures of the financial unit regarding the recovery of debts from government officials, government administrators and employees arising from or in connection with government service relationships or employment relationships;

bi) participates in carrying out employer's tasks related to the property declaration requirement of government officials and national security screenings, and informs the President about the necessity of initiating national security screenings;

bj) assesses, keeps records on and monitors training and development needs, compiles the annual training and in-service training plan of NKFI Hivatal (Office) employees, and carries out tasks related to keeping records on and registering basic and specialised examinations for those working in public administration;

bk) based on the permission granted by the President of the NKFI Hivatal (Office), prepares study contracts and keeps records on the obligations arising from them;

bl) in accordance with the provisions of legal regulations, draws up and continually develops performance evaluation methods, keeps records on performance evaluation documents and carries out other tasks related to the evaluation of government officials;

bm) handles issues related to social, welfare and occupational health obligations;

bn) participates in drawing up the PSR, especially with regard to welfare and social principles, the wage and benefit system, and provides proposals for improving their functioning;

bo) supplies data regarding staff numbers;

bp) prepares the NKFI Hivatal's (Office) plan for equal opportunities;

bq) with regard to human resources policy issues, cooperates with the financial unit handling payroll calculation tasks regarding wages and other benefits.

1.3 Department of Finance

The Department of Finance is an organisational unit responsible for planning the financial and economic management of the NKFI Hivatal (Office) as a budgetary organisation and a budget chapter supervised by the central budgetary organisation and for the implementation of chapter budget. It

a) organises and directs the financial and economic management of the NKFI Hivatal (Office) and

chapter-administered appropriations, fulfils the financial and accounting tasks associated with the management of the NKFI Alap (Fund) and with the utilisation and protection of institutional assets and compliance with the financial and accounting rules of procedure;

b) performs the tasks linked to budgeting, financial and economic management and accounting, and the financial and data reporting tasks linked to the utilisation of funds in respect of the budgetary appropriations of the National Research, Development and Innovation Office as a budget chapter;

c) fulfils the tasks related to budgeting, reporting, book-keeping, financial and economic management and data reporting of the NKFI Hivatal's (Office) operation affecting financial and economic management and, in respect of the management of institutional assets, capital investments, renovation, the use and utilisation and protection of assets;

d) performs the tasks related to the planning, reporting, book-keeping and financial implementation of chapter-administered appropriations, and those related to data reporting;

e) participates in the tasks related to the management of the NKFI Alap (Fund) where it performs the financial and accounting tasks related to the budgeting, reporting and book-keeping and the related data reporting;

f) is responsible for the following tasks within the remit of the chief financial officer:

fa) planning the NKFI Hivatal (Office) chapter, drafting the chapter budgets of the NKFI Hivatal (Office) and the NKFI Alap (Fund), preparation of reports on the chapter management of the NKFI Hivatal (Office) and the NKFI Alap (Fund);

fb) subsequent to the adoption of the Budget Act, drafting the basic and treasury budgets of the NKFI Hivatal (Office), chapter-administered appropriations and the NKFI Alap (Fund), having them approved by the head of the governing body and submitting them to the Hungarian State Treasury addressed to the minister responsible for public finances;

fc) implementing tasks other than the financial and economic management of institutions (e.g. preparation of decisions, arrangements for financing, financial regulatory tasks);

fd) preparing the rules on chapter level management of the NKFI Hivatal (Office) and those related to its financial and economic management as a budgetary organisation;

fe) performing the tasks related to modifications of appropriations made by the governing body, management of chapter-administered appropriations (preparation of decisions, financing, inspection, record-keeping, preparation of the final balance);

ff) drafting proposals for using end-of-year residual funds along with the required rationale;

fg) tasks related to the implementation of the budgets of the NKFI Hivatal (Office) and chapter-administered appropriations: preparation of the reports of institution- and chapter-administered appropriations and having them approved, preparation of the closing balance of chapters and preparation of their submission for approval, in accordance with the applicable

statutory regulations, to the minister responsible for public finances with regard to Section 9 (2) of the RDI Act;

fh) with regard to the management of the NKFI Alap (Fund), checking the reports of the NKFI Alap (Fund), having them approved, and submitting them to the minister responsible for public finances;

fi) developing and operating an internal control system for the economic entity, participating in the development of the internal control system of the NKFI Hivatal (Office);

fj) participating in the planning of the budget of the NKFI Hivatal (Office) as a chapter and the audit of the implementation of the budget by the State Audit Office of Hungary;

fk) co-ordinating and supervising the tasks related to the use and utilisation of the movable and immovable assets under the asset management of the NKFI Hivatal (Office);

fl) carrying out and supervising professional tasks related to renovation and investments;

fm) carrying out the public procurement tasks of the institution in accordance with the Organisational and Operational Regulations of the NKFI Hivatal (Office);

g) carries out the tasks related to budgeting, reporting, appropriation-modification, funding, cash management and statutory data reporting by the NKFI Hivatal (Office) as a budgetary chapter administered centrally; within this:

ga) coordinates the preparation of a chapter-level budget, participating in chapter-level tasks associated with planning, the determination of planning requirements, methods and criteria, provides information on revenue and expenditure appropriations;

gb) prepares the chapter-level approval of treasury and basic budgets in respect of the NKFI Hivatal (Office), chapter-administered appropriations and the NKFI Alap (Fund);

gc) carries out the tasks related to chapter financing and cash management;

gd) proceeds to open, manage, terminate and exercise the right of disposal over chapter payment accounts;

ge) carries out the tasks related to appropriation modifications made by the governing body;

gf) participates in the supervision of end-of-year residual appropriations by the governing body, the preparation of such for approval by the head of the governing body and for its submission to the minister responsible for the public finances;

gg) participates in the supervision of the data reporting of the chapter by the governing body, with special regard to monthly budget reports, quarterly balance sheet reports, end-of-year flash reports, financial plans, planned utilisation of appropriations, changes in debts and anticipated FX disbursements;

gh) checks and prepares for approval by the head of the governing body the annual financial statements of the NKFI Hivatal (Office), chapter-administered appropriations and the NKFI

Alap (Fund), participates in the preparation of sending the final balance of the chapters to the minister responsible for public finances;

gi) prepares the regulations on financial and economic management governing the chapter for approval;

gj) participates in the planning of the budget of the NKFI Hivatal (Office) and the audit of the implementation of the budget by the State Audit Office of Hungary;

h) carries out the financial and accounting tasks related to the budgeting, reporting and financial and economic management of the NKFI Hivatal (Office) and chapter-administered appropriations, the tasks related to remunerations and payrolls, accounts for non-regular emoluments and provides statutory data; within this, it

ha) prepares the budget of the NKFI Hivatal (Office) and chapter-administered appropriations based on the guidance of budget circulars and guidance from the governing body;

hb) keeps separate financial and accounting records of the management fee related to the fund management tasks of the NKFI Alap (Fund), carries out general ledger tasks and provides data related to the income and costs of the management fee;

hc) proceeds to have the monthly treasury budget reports, quarterly balance sheet reports, annual flash reports and annual budget reports prepared in respect of the NKFI Hivatal (Office) and chapter-administered appropriations;

hd) prepares the annual appropriation utilisation plan in respect of the operating and accumulation budget;

he) proceeds to have data on the debts of the NKFI Hivatal (Office) and chapter-administered appropriations reported and sends such data to the governing body;

hf) carries out the tasks related to transactions on payment and cash accounts, within the framework of which it operates the GIRO system and petty cash, supervises and accounts for the use of treasury credit cards;

hg) keeps sub-ledger accounts related to general ledger accounting, ensures that up-to-date comprehensive records of commitments are kept, the compliance of documents is inspected and the appropriation coverage of commitments are available;

hh) carries out the tasks related to the up-to-date record-keeping of appropriate modifications in a breakdown by competence, key appropriation and uniform entry identifier;

hi) supervises trends in the appropriations of the NKFI Hivatal (Office) and chapter-administered appropriations, prepares the necessary appropriation modifications and reallocations;

hj) carries out the financial and accounting tasks related to participation in various national and international projects and tenders; manages their separate records;

- hk*) is professionally responsible for the tasks related to the financial and economic management of the NKFI Hivatal (Office);
- hl*) ensures that the uniform entry identifiers (ERA with Hungarian abbreviation) related to revenue and expenditure appropriations are properly arranged;
- hm*) accounts for non-regular emoluments (advance on emoluments, in-kind benefits, contractor fees, per diem allowances, reimbursement of travel expenses), end-of-the month closing and certification tasks related to accounting;
- hn*) performs all the tasks within the remit of the NKFI related to the accounting for the emoluments (wages) of public servants and those subject to the Labour Code and persons in special employment relationship and provides data to the Hungarian State Treasury and other organisations specified in applicable law;
- ho*) provides payroll data for intra-year and annual reports;
- hp*) keeps records of commitments;
- hq*) assesses, files and pays the NKFI Hivatal's (Office) VAT and personal income tax liability, files the personal income tax returns of NKFI Hivatal (Office) employees;
- hr*) carries out the tasks related to the management, record-keeping and data reporting of the membership share of the NKFI Hivatal (Office);
- hs*) complies with intra-year and annual statistical reporting obligations and reports data to internal and external auditing bodies;
- ht*) drafts and updates regulations governing financial and economic management;
- hu*) keeps the records of the assets managed by the NKFI Hivatal (Office) up-to-date;
- hv*) draws up a schedule for annual inventorying and provides data for the purpose of scrapping;
- i*) carries out the financial and accounting tasks related to the budgeting, reporting and financial and economic management of the NKFI Alap (Fund), and provides statutory data; within this, it
- ia*) carries out the tasks related to the budgeting of the NKFI Alap (Fund) and prepares the treasury budget;
- ib*) based on the approved treasury budget, it draws up the basic budget of the NKFI Alap (Fund) and forwards it to the chief financial officer, who proceeds to have it submitted to the head of the governing body;
- ic*) ensures that the general ledger accounting and financial tasks related to the financial and economic management of the NKFI Alap (Fund) are carried out;
- id*) carries out the tasks related to monthly treasury budget reports, quarterly balance sheet reports, end-of-year flash reports and annual reports;
- ie*) complies with other data reporting obligations pertaining to the NKFI Alap (Fund) on

trends in debts and anticipated FX disbursements, and data reporting to the Central Statistical Office;

if) draws up in a monthly breakdown an appropriation utilisation plan for the operating budget, a performance proportionate appropriation financing plan for the utilisation of accumulation appropriations, which it sends to the head of the governing body for approval by the 20th of the month preceding the reporting quarter;

ig) carries out the tasks related to the up-to-date record-keeping of appropriate modifications in a breakdown by competence, key appropriation and uniform entry identifier;

ih) ensures that the uniform entry identifiers related to revenue and expenditure appropriations are properly arranged;

ii) keeps sub-ledger records related to general ledger accounting;

ij) based on funding decisions, keeps the records of prior commitments in a breakdown by legal basis, reporting year and year after the reporting year;

ik) ensures that commitments exceeding the threshold set forth in law or by the Hungarian State Treasury are reported to the Hungarian State Treasury together with the date of payments;

il) carries out the tasks related to the sub-ledger records of the NKFI Alap (Fund) in accordance with the legal bases set forth in the Public Finances Act;

im) ensures that financial support or advance on such support are paid out on the basis of the funding decisions underpinned by transfer orders equipped with a performance certificate and issued by the Department of Fund Management and Innovation;

in) keeps records of advance payments in keeping with commitment records;

io) ensures that the availability of advances unaccounted for is checked prior to the transfer of the funds to the beneficiary, the fact of which must be recorded on the transfer order;

ip) prepares collection orders related to funds to be recovered on the basis of the data provided by the Department of Fund Management and Innovation;

iq) keeps sub-ledger records on the basis of the data provided by the Department of Fund Management and Innovation of debts to be collected and receipts from collections, on which it provides information to the Department of Fund Management and Innovation, at the request of the Department of Fund Management and Innovation it provides an opinion on the documents generated in the course of the procedures aimed at the collection of debts;

ir) is responsible for the timely performance of the obligations set out in the Public Finances Act and to be paid into the central budget;

is) ensures that the management fee is transferred to the NKFI Hivatal (Office);

it) draws up on the basis of sub-ledger records letters of balance statements for end-of-the

year inventorying supporting the annual budget report and sends such to the beneficiaries concerned;

iu) lays down the regulations governing the financial and economic management and financial and accounting rules of procedures and ensures that such are regularly updated;

iv) participates in reporting data to internal and external auditing bodies linked to the planning, reporting and financial and economic management of the NKFI Alap (Fund);

j) makes the purchases below and pegged to value thresholds of the NKFI Hivatal (Office) and carries out tasks linked to the management of real property and motor vehicles and purchases of supplies; in this area it

ja) draws up the annual public procurement plan of the NKFI Hivatal (Office), ensures that changes are incorporated in the annual public procurement plan;

jb) in view of the recommendations and with the involvement of the organisational units responsible for public procurement, carries out the tasks related to and the implementation of the public procurement procedures of the NKFI Hivatal (Office) on the basis of the President of the NKFI Hivatal (Office);

jc) makes the annual plan for stationery purchase and subsequent to the approval by the President of the NKFI Hivatal (Office), ensures procurement in a breakdown by quarter;

jd) draws up an annual maintenance plan in respect of real property and motor vehicles, and subsequent to the approval by the President of the NKFI Hivatal (Office), it ensures the performance thereof;

je) ensures that materials and equipment are supplied continuously;

jf) manages orders in the centralised public procurement system except for the IT- and tour operators-related orders;

kg) ensures that building operation tasks are carried out;

kh) ensures that motor vehicle operation tasks are carried out;

ki) lays down the regulations related to the operation, utilisation and protection of the assets other than IT assets managed by NKFI Hivatal (Office);

kj) ensures that occupational safety and fire protection-related tasks are carried out;

kk) participates in and provides data for internal and external auditing bodies.

1.4 Department for Strategy and Programme Planning

The Department for Strategy and Programme Planning is an organisational unit responsible for the preparation of the tasks related to the formulation of RDI policies in accordance with the law applicable to the NKFI Hivatal (Office) and the fulfilment of the general, strategic and professional tasks related to the working out and the assessment of the implementation of the RDI funding

scheme. It

- a)* co-ordinates the tasks related to the working out and implementation of the RDI policy within the organisation of the NKFI Hivatal (Office), with special regard to smart specialisation strategy and the RDI strategy and takes part in initiating and implementing the government measures required for their assertion, is a professional supervisor of the tasks related to the working out and discussions of the RDI strategy within the remit of the NKFI Hivatal (Office);
- b)* carries out the tasks related to the monitoring and evaluation of the implementation of the RDI policy within the organisation of the NKFI Hivatal (Office);
- c)* within the organisation of the NKFI Hivatal (Office), has professional responsibility for the tasks related to the preparation of the strategic decisions of the government affecting RDI, participates in their implementation, takes part in the establishment, development and evaluation of the governing, financing, institutional, rating and regulatory system of RDI and can put forth proposals for the launch of tenders to be funded by the NKFI Alap (Fund);
- d)* conducts the professional assessment of the implementation of the RDI funding scheme and puts forth proposals for methods capable of increasing efficiency, participates in the working out of the direct and indirect funding scheme of RDI in line with the approved RDI policy;
- e)* participates in carrying out the alignment tasks affecting the utilisation of RDI funds;
- f)* participates in the working out of medium and long-term national economy concepts and strategies affecting RDI and their enforcement as specified in the applicable statutory regulations;
- g)* participates in the working out of national and regional development programmes, contributes to international, particularly, EU funds and their use for innovation development purposes;
- h)* participates in the planning of the programme strategies of national RDI funding programmes including the NKFI Alap (Fund), participates in the preparation of tender concepts affecting RDI;
- i)* carries out the tasks related to the monitoring and evaluation of RDI funding programmes;
- j)* participates in the working out of the RDI programmes of the 2014-2020 EU programming period, participates in the monitoring committee of the operational programmes concerned;
- k)* participates in the setting of an annual development framework and the planning of grant calls in respect of the RDI axis of the Economic Development and Innovation Operational Programme and the RDI action relating to the Competitive Central Hungary Operational Programme;
- l)* participates in the monitoring committee of the Economic Development Operational Programme implemented and co-financed in the 2007-2013 EU programming period, with special regard to funds available for RDI;
- m)* participates in strategic work aimed at the establishment and development of and cooperation between internationally competitive knowledge centres, institutions and innovation centres;
- n)* participates in working out tax policy, RDI and demand-side incentives and carrying out related

regulatory tasks;

o) coordinates relations in the specific area of RDI within the Organisation for Economic Cooperation and Development (OECD), carries out national professional coordination related to the OECD's Committee of Science and Technology Policy and, on the basis of engagements, participates in the work of OECD bodies related to the responsibilities of the Department; participates in the work of the Hungarian National OECD Council;

p) participates in the government's science and education, industrial and development policy in issues related to the representation of RDI strategic interests and within the remit of the NKFI Hivatal (Office);

q) participates in working out the government's higher education and science policy concepts, strategies and programmes in cooperation with the competent ministry based on the instruction of the President of the NKFI Hivatal (Office) in order to ensure that R&D results are utilised;

r) participates in working out strategies and methodologies aimed at evaluating the government's RDI programmes and measuring the results; furthermore, it applies the approved strategy and methodology, evaluates the implementation and the results of the RDI measures strategically in order to facilitate the harmonised and focused utilisation of funds and in the interest of results; if necessary, it works out proposals for the President of the NKFI Hivatal (Office) for the purpose of forwarding them to decision makers;

s) works out an operating model for RDI facilities and participates in their implementation;

t) carries out the tasks related to the working out, the coordination of the implementation, the evaluation and the monitoring of an action plan for the development of key knowledge-based sectors;

u) participates in promoting the implementation of key R&D investments and projects;

v) participates in working out the government's industry, business, SME, development and competitiveness policy concepts, strategies and programmes based on the instructions of the President of the NKFI Hivatal (Office), within its the remit in accordance with the applicable statutory regulations, in order to promote the interests of RDI;

w) carries out the secretarial and operational tasks of the government bodies in the specialist areas based on statutory empowerment and the instructions of the President of the NKFI Hivatal (Office);

x) liaises and discusses strategic issues in respect of RDI with the ministries, professional organisations and national partners; offers methodological support enhancing the professional activities of RDI organisations and institutions;

y) participates in the development of industrial strategies related to R&D policies in cooperation with the governmental and non-governmental organisations concerned;

z) represents national R&D policies in the EU's R&D programme committees and carries out

national contact point (NCP) tasks in the individual specialist areas based on separate authorisation, in cooperation with the Department for International Affairs.

1.5 Department for Internal Audit

Directly reporting to the President of the NKFI Hivatal (Office), the Department for Internal Audit is a functionally independent organisational unit responsible for the budgetary organisational and chapter-level internal audit. It

- a)* compiles and updates the Internal Audit Manual as appropriate;
- b)* compiles strategic and annual internal audit plans and submits them to the President of the NKFI Hivatal (Office) for approval;
- c)* conducts internal audit inspections set out in the annual internal audit plan and unscheduled internal audit inspections stipulated by the President of the NKFI Hivatal (Office) in accordance with the applicable statutory regulations and, in justified cases, initiates the modification of the annual internal audit plan;
- d)* conducts compliance, financial, system and performance and IT-related audit in the course of its internal audit activity;
- e)* analyses, inspects and evaluates the comprehensiveness of the organisation's internal control system, the compliance with the applicable laws and regulations, economy, efficiency and effectiveness of its operation;
- f)* analyses, inspects and evaluates the management of the available resources, the protection and accumulation of assets and the compliance of accounting;
- g)* in connection with the inspected processes puts forward findings, conclusions and recommendations for risk factors and deficiencies to be eliminated or reduced and irregularities to be prevented and identified and the efficiency of the operation of the organisation and the internal control system to be improved and further developed;
- h)* informs the President of the NKFI Hivatal (Office) or the government official supervising the organisation if the President is affected by the internal audit without delay and puts forward a proposal for the launch of the necessary procedures if acts, omissions or deficiencies warranting the launch of a criminal, indemnity, disciplinary or infraction proceedings are suspected by the internal audit;
- i)* subsequent to the completion of the internal audit, sends the internal audit reports on the processes inspected to the President of the NKFI Hivatal (Office) and, based on the applicable law, to the heads of the organisational units inspected or in respect of whom the audit report contains findings or recommendations; keeps records of the measures taken, monitors their implementation and conducts follow-up inspections in connection with them;

- j)* establishes and operates the records of internal audit in accordance with the applicable laws, ensures that audit documents are retained for the statutory period and stored safely;
- k)* informs the President on the implementation of and deviations from the annual internal audit plan;
- l)* draws up annual internal audit reports observing the guidance published by the minister in charge of public finances;
- m)* prepares an annual training plan, ensures that it is approved by the President and implemented;
- n)* provides consultancy services that can be supplied within the framework of its statutory activity at the request of the President of the NKFI Hivatal (Office);

2. Organisational units under the direction of the Vice President for Innovation and General Affairs

2.1 Department of Fund Management and Innovation

The Department of Fund Management and Innovation is an organisational unit responsible for carrying out the tasks related to the implementation of RDI tenders financed by the NKFI Alap (Fund), the administrative tasks related to the awarded funds, as well as tasks related to procedural rules associated with innovation technicalities and tenders;

a) regarding its general tasks of innovation, it

aa) participates in tending to regulatory and alignment tasks affecting the utilisation of EU and global RDI development funds and the NKFI Alap (Fund);

ab) participates in the implementation of the decisions of the President of the NKFI Hivatal (Office) on innovation;

ac) has professional responsibility for the establishment of the procedural, organisational and methodological environment to ensure the lawful utilisation of the NKFI Alap (Fund);

ad) participates in the preparation of proposals put forth or coordinated by the NKFI Hivatal (Office) in connection with issues related to the utilisation of the NKFI Alap (Fund) and falling within the remit of the National Development Government Committee;

ae) participates in respect of the RDI axis of the Economic Development and Innovation Operational Programme and the RDI action of the Competitive Central Hungary Operational Programme in the setting of an annual development framework and the planning of grant calls;

af) participates, in its specialist area, in the preparation of the long-term and the annual program strategy and the utilisation plan of the NKFI Alap (Fund); if appropriate, it puts forward proposals for their modification;

ag) regarding innovation, participates in tending to the tasks stipulated in Section 10 (1) f) of

the RDI Act;

ah) liaises with national and international funds and organisations supporting innovation;

ai) ensures that decisions on the utilisation of the NKFI Alap (Fund) are published;

aj) participates in the design and management of the website of the NKFI Hivatal (Office) pertaining to innovation and the disclosure of public data;

ak) keeps records of those authorised to use the innovation tender management system (hereinafter PKR-system with Hungarian abbreviation), the deletion of cancellations and, on a daily basis, it ensures system surveillance; it liaises with the organisation operating the system;

b) regarding its tasks related to tenders financed by the NKFI Alap (Fund), it

ba) works out the calls for innovation tenders of the NKFI Alap (Fund) and forwards them to the Vice President For Innovation and General Affairs for the purpose of submitting them to the President of the NKFI Hivatal (Office);

bb) provides support for the development of the professional content of R&D tenders;

bc) ensures that calls for tenders are published;

bd) performs checks on the formal requirements of the tenders accepted by it as well as of individual tenders, coordinates the work of the Innovation Board, and, in the case of innovation tenders, the expert group engaged by the NKFI Hivatal (Office) and anonymous experts and prepares draft decisions on innovation tenders;

be) carries out the comprehensive financial and R&D implementation of innovation tenders as well as the legal, monitoring and debt management tasks related to the tenders announced by the NKFI Alap (Fund) and out-of-tendering procedure applications;

c) regarding its tasks also including organisational, procedural and legal endorsement rights, it

ca) in cooperation with strategic areas, participates in strategic planning at a national and EU level, the compilation of tender portfolios and the evaluation of programmes;

cb) compiles tender specifications for the electronic platforms designed for completion;

cc) in connection with innovation tenders, coordinates the process of the professional evaluation of the tenders received in accordance with the requirements of the call for tenders; it obtains the opinions of the boards and experts participating in the evaluation of these tenders;

cd) regarding innovation tenders, draws up proposals for funding decisions, registers and keeps records of decisions;

ce) is professionally responsible for the monitoring system of the commitments undertaken in the subsidy contracts (documents) concluded for funding from the NKFI Alap (Fund), the utilisation of funds in accordance with their intended and contractual purposes;

cf) conducts risk analyses related to the applications filed and the projects funded, prepares the annual monitoring plan and performs the on-site inspections stipulated in the annual monitoring plan;

cg) provides data for the Unit for Customer Service and Objection Handling for the purpose of addressing objections filed in connection with the funds disbursed from the NKFI Alap (Fund);

ch) investigates into reports on suspected breaches of contract in connection with projects financed from the NKFI Alap (Fund), in cooperation with the professional organisational units in charge of innovation and R&D, it performs unscheduled financial and professional inspections and provide data for the authorities;

ci) participates in reporting data and information for internal and external audits affecting the NKFI Alap (Fund) and EU audits, preparing and monitoring action plans;

cj) complies with the notification and data reporting obligations vis-à-vis the Aid Inspection Office (TVI with Hungarian abbreviation);

ck) is responsible for laying down and updating regulations and procedural rules related to the operation and financial and economic management of the NKFI Alap (Fund);

cl) is professionally responsible for the operation and development of the PKR;

cm) unless the President of the NKFI Hivatal (Office) engages an external legal expert (an attorney-at-law or a law firm), tends to the legal tasks falling under the competence of the Department of Fund Management and Innovation and related to the tenders and funding-related legal relations financed by the NKFI Alap (Fund) within the framework of which it expresses a legal opinion on draft calls for tenders, works out templates for subsidy contracts and modifications of subsidy contracts and document templates for the termination of subsidy contracts;

cn) in connection with funds disbursed from the NKFI Alap (Fund), prepares legal opinions to be provided for external organisations and provides legal opinions to the individual organisational units;

co) tends to the legal tasks linked to the enforcement of claims arising from the fund-related legal relations financed from the NKFI Alap (Fund), represents the NKFI Hivatal (Office) in court, out-of-court and authority proceedings affecting such fund-related legal relations;

cp) in respect of the tenders and the fund-related legal relations financed from the NKFI Alap (Fund), provides legal support for the organisational units under the directions of the Vice President for Innovation and General Affairs and the Vice President for Research and Development;

d) regarding its tasks related to the management of national funds, it

- da)* puts forward proposals for the professional content of the individual calls for innovation tenders, expresses opinions on the draft and finalises the calls for research and development tenders;
- db)* publishes approved calls for tenders and receives submitted tenders;
- dc)* as regards the tenders accepted by it, performs form-related checks on the tenders received, puts forward recommendations to the organisational units with professional responsibility for tenders for the forwarding of tenders to the boards and persons involved in the evaluation or the provision of any data that may not have been provided;
- dd)* in the case of innovation tenders and individual requests, notifies the applicants about the funding decisions;
- de)* tends to the administrative and implementation tasks related to the conclusion, modification and termination of subsidy contracts;
- df)* examines requests for contract modifications and puts forward recommendations for decisions on them to the Procedures and Co-ordination Department;
- e)* regarding its tasks related to the project management of national funds, it
 - ea)* evaluates the professional content of the individual calls for tender and draft tenders upon request;
 - eb)* regarding innovation tenders, monitors the professional reports of the funded projects at the request of the heads of the departments responsible for innovation and research and development with support from the boards and experts participating in the evaluation of tenders;
 - ec)* monitors the financial settlement of the funded projects for financial compliance;
 - ed)* notifies beneficiaries of any deficiencies in the professional reports or financial settlements or, in the case of compliance, their approval, in the case of R&D tenders, in a manner that takes into account the evaluation of the professional reports by the Department for Research and Development;
 - ee)* prepares advance remittance orders and, in the case of ex-post financial settlement, the disbursement of funds;
 - ef)* may, based on the professional reports and financial settlement submitted, put forth a proposal for the next unscheduled on-site inspection;
- f)* regarding the tasks related to the project management of EU grants, in cooperation with the Department for Innovation Policy, takes part in the administrative implementation of the project management tasks under the agreement concluded between the NKFI Hivatal (Office) and the Managing Authority affected on account of its tasks and related to the budgetary fund provided within the framework of the Economic Development and Innovation Operational Programme and

the Competitive Central Hungary Operational Programme with a view to achieving objective no. 1 of the Partnership Agreement, in the following areas:

fa) preparing, announcing, modifying and suspending calls for tenders;

fb) the evaluation of the formal requirements of applications for funds;

fc) preparing funding decisions;

fd) issuing, amending and retracting subsidy deeds, signing, amending and terminating subsidy contracts and other tasks related to the termination of such contracts;

g) regarding the tasks related to the monitoring of EU grants, in cooperation with the Department for Innovation Policy, takes part in the administrative implementation of the project management tasks under the agreement concluded between the NKFI Hivatal (Office) and the Managing Authority affected on account of its tasks and related to the budgetary fund provided within the framework of the Economic Development and Innovation Operational Programme and the Competitive Central Hungary Operational Programme with a view to achieving objective no. 1 of the Partnership Agreement, in the following areas:

ga) the evaluation and monitoring following the achievement of the fund's goal;

gb) expressing an opinion on the professional and financial soundness of the disbursements based on professional reports and financial settlement, the provision of any data that may not have been provided and the working out of a draft decision on acceptance;

gc) carrying out tasks related to monitorings;

gd) investigating irregularities;

ge) managing and keeping records of claims;

gf) based on the professional reports and financial settlement submitted, it may put forth a proposal for the next unscheduled on-site inspection.

2.2 Department for Innovation Policy

The Department for Innovation Policy is an organisational unit of the NKFI Hivatal (Office) responsible for general strategic tasks related to the formulation of innovation policies and objectives as well as the establishment of an RDI funding scheme; with regard to large corporations, key investments and other strategically important projects, micro-, small and medium-sized enterprises, it

a) participates in promoting the implementation of key R&D investments and projects, with special regard to incentivising the R&D investments of individual large corporations;

b) in order to promote the interests of RDI, based on the instructions of the President of the NKFI Hivatal (Office), within the remit granted in the applicable statutory regulations, participates in working out the government's industry, business, SME, development and competitiveness policy

concepts, strategies and programmes;

c) in cooperation with the governmental and non-governmental organisations concerned participates in the development of industrial strategies related to R&D policies;

d) participates in the implementation of the decisions of the President of the NKFI Hivatal (Office) on innovation;

e) participates in tasks related to sitting on the monitoring committee of the Economic Development Operational Programme implemented and co-financed in the 2007-2013 EU programming period, with special regard to funds available for RDI;

f) as set out in the agreement signed with the relevant Managing Authority, participates in carrying out certain tasks related to budgetary fund provided within the framework of the Economic Development and Innovation Operational Programme and the Competitive Central Hungary Operational Programme with a view to achieving objective no. 1 of the Partnership Agreement.

3. Organisational units operating under the direction of the Vice President for Research and Development

3.1 Department for Research and Development

The Department for Research and Development is an organisational unit responsible for professional and administrative tasks related to research and development funds;

a) regarding its general tasks of research and development, it

aa) participates in the implementation of the decisions of the President of the NKFI Hivatal (Office) on research and development;

ab) regarding research and development, participates in tending to the tasks stipulated in Section 10 (1) f) of the RDI Act;

ac) liaises with national and international funds and organisations funding research and development

ad) is professionally responsible in the research and development area for the continuous development and maintenance of the electronic tender management system (EPR);

ae) participates in the design and management of the website of the NKFI Hivatal (Office) pertaining to research and development and the disclosure of public data;

af) participates in ensuring that research results are public;

b) regarding the professional and administrative tasks falling under the competence of the NKFI Hivatal (Office) and related to the preparation and implementation of the research and development tenders involving medical sciences, biology, mathematics, chemistry, engineering, agriculture, environmental sciences, ecology, earth sciences, the arts and social sciences, subsidy contracts,

legal relationships with those funded and the monitoring of the utilisation of the funds, it

- ba)* works out the professional content of research and development tenders;
- bb)* is professionally responsible for the announcement of research and development tenders, receiving, inspecting and recording tenders and requests submitted outside tendering procedures, in the course of the tasks it cooperates with and provides data for the Department of Fund Management and Innovation;
- bc)* participates in the preparation and the continuous updating of tender, contract as well as partial and final report forms;
- bd)* tends to the administrative tasks related to the evaluation of tenders, organises and coordinates the administrative tasks related to the activity of the boards (expert groups and colleges) and anonymous experts;
- be)* coordinates the participation of the experts and boards participating in the evaluation of tenders in the evaluation and inspection processes, expresses an opinion on the professional content of tenders and the data of drafted budgets;
- bf)* provides professional support for the Department of Fund Management and Innovation for the purpose of determining the professional content of subsidy contracts (subsidy deeds);
- bg)* draws up financing lists prior to making financial support available for beneficiaries (transfers or reallocation of appropriations);
- bh)* coordinates the professional evaluation of annual and closing reports related to research and development funds;
- bi)* directly liaises with the lead researchers of tenders and awarded grants;
- bj)* tends to the administrative tasks related to the preparation of research and development tenders, funding decisions, subsidy contracts and the performance of such contracts;
- bk)* liaises with tenderers and lead researchers, expert groups and specialised colleges participating in tenders;
- bl)* provides data for publications compiled from the summaries of research results of tender closing reports;
- bm)* provides a summary of the evaluations of partial and closing reports;
- bn)* provides data and information for the Unit for Customer Service and Objection Handling for the purpose of addressing objections filed in connection with tenders/projects;
- bo)* manages the materials of tenders in progress, arranges the complete set of documents pertaining to completed research and prepares it for archiving.

4. Organisational units operating under the direction of the Vice President for External Relations

4.1 Department for International Affairs

The Department for International Affairs is an organisational unit responsible for EU and international tasks of the NKFI Hivatal (Office). In the remit under the applicable laws of the NKFI Hivatal (Office), in its specialist area,

a) regarding its EU-related tasks, it

aa) performs the government activities related to EU research and development framework programmes (hereinafter: EU framework programmes);

ab) performs and/or coordinates the work of the programme committee members (hereinafter: PC members) and of their experts, assigned to certain sub-programmes of EU framework programmes; monitors the activities of PC members and their experts, aligns their work in the interest of adopting a Hungarian view in the course of the discussions of the work programmes of the framework programmes;

ac) tends to and/or (in the event that activities are outsourced) coordinates the tasks of the national contact persons (hereinafter: NCP's); maps, plans and monitors the national functioning of the network of national contact points and works out proposals for its further development;

ad) in cooperation with the staff performing PC and NCP tasks, coordinates the expert networks related to the national framework programme activity including PC experts, liaises with the international and European institutions and forums that are relevant to its activities, EU institutions, especially, the Commission; represents the NKFI Hivatal (Office) at the events organised by them and adjusts its activity to international and European trends;

ae) in co-operation with the Prime Minister's Office, coordinates the work of S&T diplomats from Brussels in connection with activities in Member States and the activities related to the framework programme;

af) plans, coordinates and monitors the participation of the NKFI Hivatal (Office) in the NCP, ERA-NET and other projects financed under the EU framework programmes, in cooperation with other departments, it participates in the preparation of tenders and the management of the funded projects;

ag) monitors Hungary's participation in EU framework programmes, prepares analyses and evaluations processing statistical and qualitative data and puts forth proposals based on them in respect of the planning of assistance (top-up) tenders in Hungary;

ah) plans, establishes and monitors the Hungarian framework supporting system, with special regard to the working out of assistance tenders needed for Hungary's successful participation in the framework programme using the NKFI Alap (Fund) and regional funds;

ai) participates in setting up tenders supporting the synergies between the EU framework

programme and regional resources;

aj) professionally coordinates the participation of the NKFI Hivatal (Office) in joint programmes co-financed with EU framework programmes and Joint Technology Initiatives (initiatives based on Articles 185 and 187 of the TFEU), in connection with this, it liaises with international organisations responsible for the central management of programmes, represents Hungary on the international boards of these programmes and formulates the strategy of tenders in Hungary taking the regulations of joint international programmes into account;

ak) based on Hungary's strategic considerations, plans and coordinates Hungary's participation in EU-level Shared Programming Initiatives;

al) tends to the secretarial and representation-related tasks of COST programmes, coordinates Hungary's participation in COST programmes, performs its tasks as Hungary's national COST coordinator, renders the participation of Hungarian co-participants in COST actions official by way of administrative measures; advocates the interests of Hungary and the Hungarian researchers and institutions participating in the cooperation at the meetings of the Committee of Senior Officials;

am) tends to the secretarial and representation-related tasks of the EUREKA programme; coordinates Hungary's participation in the EUREKA programme; proceeds to render Hungary's participation in the project official, offers professional assistance with the work of the member of the EUREKA High Level Group and advocates the interests of Hungary and the business persons and institutions taking part in the cooperation at the meetings of National Project Coordinators;

an) formulates the strategy of the domestic tenders supporting Hungary's participation in the EUREKA and EUROSTARS programmes; participates in the professional monitoring of the funded projects;

ao) acts as a national contact point for the EU's Joint Research Centre (JRC) and supports the activity of the Hungarian member of the Managing Body of the JRC;

ap) coordinates Hungary's representation on the European Research Area Committee (ERAC) and working groups, adopts Hungary's stance and provides professional assistance with the work of the Hungarian ERAC member;

aq) based on the instructions of the President of the NKFI Hivatal (Office), serves on the corporate and industrial policy committee (EPG) and the innovation sub-committee of the European Commission, and the consultative committees of the Commission affecting other innovative sectors (Lead Market Initiative);

ar) coordinates the tasks arising from Member State activities in the area of research, development and innovation; thus, it chairs the Science and Research expert group,

formulates Hungary's views on EU legislation affecting research, development and innovation, ensures attendance at the meetings of the Inter-ministerial Committee for European Coordination, manages the EU documentary system;

as) in cooperation with the S&T diplomat representing Hungary in Brussels, formulates Hungary's coordinated view to be voiced in the Council working party dealing with issues related to research, prepares the Hungarian mandate for COREPER meetings and the Competitiveness Council with regard to issues falling under its competence and related to the research and development and technology policy agenda;

at) in connection with its tasks, liaises with foreign representations in Hungary, Hungary's missions abroad and foreign partner institutions;

au) monitors and encourages Hungary's participation in the activities supported by the European Institution of Innovation and Technology (EIIT), liaises with EIIT, participates in the operational tasks related to the operation of the EIIT in Hungary;

av) participates in the innovation expert tasks of the COSME programmes;

aw) in cooperation with the other departments of the NKFI Hivatal (Office), participates in the work of some of the OECD's committees related to its tasks with special regard to the OECD Committee on Industry, Innovation and Entrepreneurship (CIIE) and its working groups, OECD's Committee on Science and Technology Policy (CSTP), coordinates OECD RDI relations and the national tasks of professional nature related to OECD's Committee on Industry, Innovation and Entrepreneurship (CIIE) and its working groups, OECD's Committee on Science and Technology Policy (CSTP) and its working groups and, based on engagement, provides national representation and participates in the work of Hungary's OECD National Council;

ax) coordinates efficient access to EU and global research infrastructures, participates in the establishment of a legal and economic environment needed for such; participates in the co-ordination of Hungary's representation on the Committee for European Strategic Forum For Research Infrastructures;

b) regarding international tasks, it

ba) prepares bilateral and multilateral inter-governmental S&T conventions and ensures that they are renewed;

bb) prepares bilateral S&T work plans, ensures that they are implemented, coordinates activities related to bilateral S&T relations and S&T tender systems under the relevant agreements;

bc) represents Hungary at bilateral inter-governmental S&T negotiations and the meetings of joint committees;

bd) operates the RDI working groups established within the framework of the economic cooperation agreements concluded with partner countries;

be) in cooperation with the Department for Innovation Services, it and its key partners prepare and operate larger bilateral R&D projects;

bf) draws up draft proposals affecting its policy area and participates in expressing opinions on the documents received in the course of public administration discussions;

bg) tends to the programme operator tasks of the programming area of “Bilateral research cooperation” of the Norwegian Financial Mechanisms;

bh) keeps records of committee memberships related to international research cooperation and enters membership fees related to participation in international programmes and cooperation into the budget of the NKFI Hivatal (Office) and the NKFI Alap (Fund);

bi) in cooperation with the Ministry of Foreign Affairs and Trade, provides professional guidance for the network of S&T attachés; monitors international trends in innovation, technology policy and strategy through the network of S&T attachés and, based on this, puts forward proposals and conducts analyses;

bj) is professionally responsible for coordinating the RDI activities of the Danube Strategy international cooperation and participates in the related representative work;

bk) coordinates RDI activities in the V4 cooperation;

bl) coordinates defence and security-related R&D cooperation with the cooperating countries and organisations (USA, Russia, NATO, EDA) and tends to Hungary’s related representative and secretarial tasks;

bm) coordinates activities falling under the competence of the NKFI Hivatal (Office) arising from the R&D cooperation tasks of NATO, tends to Hungary’s related representative (NATO’s Scientific Committee, NATO) and secretarial tasks; performs the tasks of the Hungarian national coordinator of NATO’s Research and Technology Organisation (RTO National Coordinator); monitors NATO’s science and technology policy for civilian and defence purposes, provides information for the institutions concerned and the interested public; performs the operational tasks arising from NATO’s Security Research Programme; performs national coordination arising from Hungary’s membership in NATO’s RTO Von Karman Institute;

bn) in connection with its tasks, liaises with foreign representations in Hungary, missions of Hungary abroad and scientific institutions of foreign countries which either operate in Hungary and/or are of key importance;

bo) coordinates Hungary’s participation in CERN, ITER and ESS and in other large EU and international research infrastructure;

bp) coordinates the travel schedule of the NKFI Hivatal (Office), keeps records of trips abroad and the related reports, performs international tour operator tasks, manages tour operator orders in the public procurement system.

4.2 Department for Innovation Services

The Department for Innovation Services is an organisational unit responsible for performing tasks related to professional support for micro- and SMEs with their innovation activities, general customer service activities with respect to the enquiries received by the NKFI Hivatal (Office) and the management of objections lodged in connection with the funds provided from the NKFI Alap (Fund).

a) Regarding its tasks related to professional support for innovation (innovation services), the Department for Innovation Services

aa) is professionally responsible for the activities of the NKFI Hivatal (Office) related to the innovation activities of micro- and SMEs and the improvement of the innovation capability and competitiveness of businesses;

ab) in cooperation with other departments, provides information for micro- and SMEs on domestic and foreign funding programmes and tenders in the area of innovation;

ac) provides technical materials for the editor of the website of the NKFI Hivatal (Office) on the innovation services of the Office;

ad) provides assistance for micro- and SMEs promoting RDI cooperation;

ae) participates in establishing cooperation between the NKFI Hivatal (Office) and trade associations and organisations and related professional contacts;

af) works out proposals for facilitating the involvement of venture and other capital funds in knowledge- and technology-intensive micro- and SMEs;

ag) participates in activities aimed at strengthening the social acceptance and recognition of innovation, organisation of professional events (conferences, workshops and trade fairs), compilation of publications related to the specialist area;

ah) liaises with domestic institutions with a regional network and performing innovation tasks, facilitates their international cooperation and involvement in the activities of the NKFI Hivatal (Office);

ai) participates in putting forward and implementing proposals for the utilisation of government and EU funds earmarked for innovation purposes affecting regional and structural policy;

aj) in cooperation with other departments, participates in the official tasks arising from the national implementation of the EU 2020 Strategy and Horizon 2020;

ak) based on a specific mandate, it tends to national representation tasks in the area of innovation services;

al) puts forward proposals for the performance of the international tasks of the specialist area;

am) facilitates the development of international and national corporate partnerships for innovation purposes, compiles information materials which, subsequent to their approval, in cooperation with other departments, it forwards to national and international partners;

an) draws up draft proposals affecting its policy area and, at the request of the President's Secretariat, participates in expressing opinions on the documents received in the course of public administration discussions;

ao) in cooperation with other departments, it prepares the technical documents used for the purposes of targeted notifications, newsletters and enquiries related to the specialist area;

b) regarding its tasks related to objection management and customer services, it

ba) receives and examines the objections filed in connection with the award of the grants financed by the NKFI Alap (Fund) and may, in this context, request the departments concerned of the NKFI Hivatal (Office) to provide data, information and documents;

bb) draws up draft decisions for the President of the NKFI Hivatal (Office) on the subject-matter of the adjudication of the objections referred to in point a) or their forwarding to the supervisory body;

bc) tends to the general customer service tasks of the NKFI Hivatal (Office), provides information on the tasks of the NKFI Hivatal (Office), the procedural rules governing request for data of public interest, the data available at the website and refers those contacting the Office to the competent organisational units.

4.3 Department for Programme Analysis and Information Systems

The Department for Programme Analysis and Information Systems is an organisational unit responsible for carrying out the tasks related to summarising and keeping comprehensive records of the data of the tenders managed by the NKFI Hivatal (Office) and the tasks related to IT services.

a) Regarding its tasks related to keeping records of and analysing data, it

aa) keeps records of RDI-related data (including individual and statistical data on innovative businesses, the research infrastructures established, products manufactured and services provided as a result of RDI projects) and actors relevant in Hungary, based on rules agreed upon with the departments having data on RDI tenders managed by the NKFI Hivatal (Office), participates in performing analyses in connection with the activities of the NKFI Hivatal (Office) and the national RDI system as a whole;

ab) manages the development, application support and operation of the IT systems and IT

equipment of the NKFI Hivatal (Office);

ac) collects, arranges, structures, stores, processes, keeps records of and analyses RDI data;

ad) participates in the incorporation of strategic decisions affecting national RDI and their results into RDI planning processes;

ae) participates in monitoring regional, national and EU RDI strategies (including Smart Specialisation Strategy and Research and Development and Innovation Strategy) in cooperation with the Department for Strategy and Programme Planning;

af) prepares a set of indicators for strategic monitoring and evaluation;

ag) keeps records of and regularly updates the database of domestic research infrastructure, participates in formulating a strategy for the research infrastructure;

ah) is professionally responsible for the coordination of the activity of the NKFI Hivatal (Office) (especially membership and accession) related to research infrastructure, based on an order from the President of the NKFI Hivatal (Office), participates in the work of international and EU forums (in particular ESFRI) related to research infrastructure;

ai) supports the activity of the NKFI Hivatal (Office) with analyses for decision-making purposes, surveys and data, puts forth recommendations for professional areas;

aj) based on an authorisation by the President, represents the NKFI Hivatal (Office) before the official statistical services and participates in the work of the CSO;

ak) cooperates with the Central Statistical Office on methodological issues, participates in the work of the OECD as an expert;

al) provides RDI data and information for and collects RDI data and information from other departments;

am) provides information for other departments on the RDI activities of businesses with their registered offices in Hungary and affected by RDI;

an) coordinates the tasks related to the implementation in Hungary of ESFRI research infrastructure projects;

ao) participates in the implementation of the tasks related to the assessment, development and evaluation of the R&D capacity of the national research infrastructure and research organisations;

b) regarding its tasks related to informatics, it

ba) draws up the IT strategy and working plans of the NKFI Hivatal (Office), coordinates and manages IT development projects, provides technical assistance with the selection of Office software and software related to financial and economic management and participates in the purchase thereof;

bb) regarding its tasks related to application support, it provides user support with tender

management, financial and economic management and office softwares, collects and processes development needs and specifications, operates the NKFI Hivatal (Office) IT helpdesk, provides and organises training for users as appropriate, coordinates the survey of national research infrastructure, the establishment and operation of a register and keeps it up-to-date;

bc) regarding its tasks related to operation, ensures that a basic IT infrastructure and IT equipment (including particularly all user and server side IT equipment, active and passive network components and the IT supervision of mobile phones) are operated, maintained and permanently available; ensures that IT equipment is available and supplied for the staff, keeps the related records, ensures that obsolete equipment is repaired and replaces, keeps records of the components of office IT, operates the website and intranet of the NKFI Hivatal (Office);

bd) regarding its tasks related to IT security, it formulates rules governing the safety, use and operation of IT systems, updates them regularly, ensures compliance with the applicable laws, ensures that IT safety measures and processes are put in place and conducted respectively and that IT security systems are operated.