

Order 42/2019 (XI. 25.) of the Minister for Innovation and Technology
on the Organisational and Operational Regulations of the National Research,
Development and Innovation Office

Acting within my powers conferred upon me by Section 71(1)b) of Act XLIII of 2010 on Central Administrative Authorities and on the Legal Status of Members of the Government and State Secretaries and by Section 35(1) of Act CXXV of 2018 on Governmental Administration, having regard to Section 23(4)c) of Act CXXX of 2010 on Legislation, and with the approval of the minister responsible for the quality policy of public administration and for human resources policy, 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 2 This Order shall enter into force on the day following its publication.

Section 3 Order 2/2015 (I. 16.) of the Minister of the Prime Minister's Office on the Organisational and Operational Regulations of the National Research, Development and Innovation Office is repealed.

***Organisational and Operational Regulations of the National Research,
Development and Innovation Office***

I. GENERAL PROVISIONS

**1. The legal status and basic information 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 government administration body operating as a central 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 Minister for Innovation and Technology.

Section 2 (1) The basic information of 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: 1077 Budapest, Kéthly Anna tér 1;
- e) mailing address: 1438 Budapest, Pf. 438;
- f) founder: National Assembly;
- g) date of foundation: 1 January 2015;
- h) governing body: Government of Hungary;
- i) governing body's address: 1014 Budapest, Színház utca 1.;
- j) person exercising control powers: the Prime Minister;
- k) name of supervisory body: Ministry for Innovation and Technology;
- l) address of supervisory body: 1011 Budapest, Fő utca 44-50.;
- m) person exercising supervisory powers: Minister for Innovation and Technology
- n) the legal act ordering the foundation of the Office: Act LXXVI of 2014 on Scientific Research, Development and Innovation;
 - o) the number of the effective consolidated deed of foundation of the NKFI Hivatal (Office): KIHÁT/1601/3/2018.,
 - p) date of the effective consolidated deed of foundation: 27 December 2018;
 - q) budgetary sector code of its principal activity: 841114 Government services provided for fundamental research;
 - r) account manager: Hungarian State Treasury;
 - s) appropriation allocation account number: 10032000-00334820-00000000;
 - t) government registry identification number (PIR/Financial Information System): 831004;
 - u) tax number: 15831000-1-42,
 - v) statistical ID assigned by the Central Statistical Office: 15831000-8411-311-01,
- (2) The NKFI Hivatal (Office) does not pursue entrepreneurial activities.

Section 3 (1) The NKFI Hivatal (Office) exercises ownership rights in European X-Ray Free-Electron Laser Facility GmbH (European XFEL GmbH), a business organisation.

(2) On behalf of the NKFI Hivatal (Office), the owner's rights are exercised by the President of the NKFI Hivatal (Office) or the Vice President appointed by him.

Section 4 The core activities of the NKFI Hivatal (Office) are the public duties defined by Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: RDI Act).

2. Organisational structure

Section 5 (1) The independent organisational units of the NKFI Hivatal (Office) are the departments.

(2) Units are not independent organisational units. A unit is managed by a head of unit or directly by a head of department.

Section 3 With a view to achieving the objectives of the Office, the President and the Vice 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 6 (1) The organisational structure of the NKFI Hivatal (Office) is in Appendix 1.

(2) The duties of the organisational units of the NKFI Hivatal (Office) are listed in Appendix 2.

(3) The list of the organisational units of the NKFI Hivatal (Office) is in Appendix 3.

(4) Positions requiring the submission of an assets declaration is in Appendix 4.

Section 7 The NKFI Hivatal (Office) is supported in its professional activities by the bodies indicated in the RDI Act.

Section 8 (1) Employer's rights regarding employees of the NKFI Hivatal (Office), with the exception of employer's rights specified by law and those transferred, are exercised by the President of the NKFI Hivatal (Office).

(2) The rules on exercising employer's rights, including also those transferred, are included in the Public Service Regulations of the NKFI Hivatal (Office).

Section 9 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 base number of staff within the organisation.

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

3. The President

Section 10 (1) The person bearing sole responsibility for the management of the NKFI Hivatal (Office) is the President.

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

a) is responsible for preparing the annual programme strategies of the Nemzeti Kutatási, Fejlesztési és Innovációs Alap (hereinafter: 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 programme and the annual strategy 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) performs representation and other tasks, delegated by the minister responsible for the coordination of scientific policy, in research, development and innovation matters;

d) participates in the tasks related to the performance and implementation of the government's Research, Development and Innovation Strategy (hereinafter: RDI Strategy), 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 and priority objectives of the NKFI Hivatal (Office);

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 to power to appoint the chairs, co-chairs and members of the assessment panels 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 the organisational units under his control 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) ensures the development and operation of the integrity management system;

p) exercises all employer's rights over the government officials and employees of the NKFI Hivatal (Office) (hereinafter collectively: staff members) 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);

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

r) simultaneously with determining the organisational units supporting the fulfilment of the task, appoints the person responsible for the security of the electronic information system, the integrity advisor, the person in charge of privacy, the security manager and the official in charge of equal opportunities, and controls and supervises their activity,

s) makes proposals for state honours, awards professional awards, may award presidential commendations or other awards to exceptionally well-performing employees;

t) 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.

u) determines the procedural rules of administration vis-à-vis business companies over which the Office exercises ownership rights, and in particular determines the general and specialised tasks and the organisational units responsible for them.

(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 private individuals and legal

entities and other organisations, 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.

Section 11 The President directly manages the activities of

- a) the Vice Presidents;
- b) the Cabinet Office of the President;
- c) the Department for Legal Affairs, Procurement and Human Resources;
- d) the Department of Finance;
- e) the Internal Audit within the constraints of legal regulations; and
- f) Department for Funding Planning and Decision Shaping.

Section 12 (1) The President may assign tasks listed in Section 10(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.

(2) The President may assign any specific task to any 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.

Section 13 (1) If the President is absent or unable to attend to his or her duties, or if the President's position is vacant, the President's general duties are taken over by the Vice President for Science and International Affairs. In respect of economic and financial tasks associated with operation, the President is deputized by the financial officer.

(2) If the President and the Vice President for Science and International Affairs are concurrently absent or unable to attend to their duties, and if the position of the Vice President for Science and International Affairs is vacant, the President is deputized by the Vice President for Business Innovation.

4. The Vice President

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

(2) As part of his or her general duties and powers, the Vice President of the NKFI Hivatal (Office)

- a) represents the NKFI Hivatal (Office) as prescribed by the Regulations;
- b) exercises decision-making rights regarding tasks falling within his or her scope of responsibilities;
- c) directs the activities of the organisational units under his or her supervision, has the directors of the organisational units under his or her supervision report to him or her on the work of their units;
- d) may propose appointments into and dismissals from technical management positions, as well as the initiation of disciplinary and indemnity proceedings regarding employees at the organisational unit under their control, to the President of the NKFI Hivatal (Office);
- e) may claim authority over any matter within the area under his or her control, with the exception of presidential assignments made pursuant to Section 12 (2), 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) monitors, controls and assesses the tasks that form part of his or her sphere of responsibility or are assigned to him or her on an ad hoc basis, and ensures 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) approves the rules of procedure of the organisational units under his or her control;

i) proceeds in matters assigned to him or her by the President on a case by case basis or permanently.

j) performs other tasks referred to his or her sphere of responsibilities and powers by any normative decision, normative order, regulation or order issued by the President.

(3) Unless otherwise provided by law or the Regulations, if the vice president of the NKFI Hivatal (Office) is absent or unable to attend to his or her duties, or if the position is temporarily vacant, he or she shall be substituted by another vice president of the NKFI Hivatal (Office) with the proviso that the President may claim the right to substitution in all matters or a certain set of matters within the sphere of powers and responsibilities of such vice president.

5. Vice President for Science and International Affairs

Section 15. The Vice President for Science and International Affairs

a) directly manages the activities of

aa) the Department for International Affairs

ab) the Department for Researcher Excellence and

ac) the Department for Strategy and Institutional Excellence;

b) 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:

ba) 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;

bb) participating in the preparation of the annual programme strategy of the NKFI Alap (Fund) regarding his or her field of specialisation;

bc) participating in tasks related to the research and development funds disbursed from the NKFI Alap (Fund);

bd) making proposals to the President of the NKFI Hivatal (Office) regarding the announcement, modification or suspension of R&D-related calls to be funded from the NKFI Alap (Fund);

be) 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;

bf) ensuring 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;

bg) is responsible for the development and operation of the electronic tender management system of the NKFI Hivatal (Office) handling research and development tenders;

6. Vice President for Business Innovation

Section 16. The Vice President for Business Innovation

- a) directly manages the activities of
 - aa) the Department for Clearing Operations,
 - ab) the Department for Funding Scheme Regulation and Audit, and
 - ac) the Department for RDI Services.

b) is the operative director of the implementation of the statutory tasks of the NKFI Hivatal (Office) related to research, development and innovation funds, and, as such, especially responsible for:

ba) 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;

bb) directing the follow-up and audit of innovation projects funded from the NKFI Alap (Fund) from financial and technical aspects;

bc) participating in the preparation of the annual programme strategy of the NKFI Alap (Fund) regarding his or her field of specialisation;

bd) participating in tasks related to the innovation funds disbursed from the NKFI Alap (Fund);

be) making proposals to the President of the NKFI Hivatal (Office) regarding the announcement, modification or suspension of innovation calls to be funded from the NKFI Alap (Fund);

bf) coordinating the financial audit of research and development projects funded;

bg) participating in professional and administrative 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;

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

c) in performing his or her regulatory, auditing and clearing tasks related to research, development and innovation funds and projects

ca) manages the tasks associated with the on-site inspection of research, development and innovation projects;

cb) oversees the compliance of research, development and innovation calls and projects, and the related legal tasks;

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

7. The Chief Financial Officer

Section 17 (1) The chief financial officer of the NKFI Hivatal (Office) is the head of the Department of Finance.

(2) The chief financial officer directly manages and monitors the financial units of the NKFI Hivatal (Office) and is responsible for appropriately carrying out all the tasks that the relevant legal regulations require of budgetary organisations.

(3) 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.

(4) The chief financial officer 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).

(5) The chief financial officer is substituted by the head of the Finance and Facility Management Unit of the Department of Finance. If the chief financial officer is unable to attend to his or her duties for more than 120 days or if the position is temporarily vacant, the President of the NKFI Hivatal (Office) assigns the tasks of the chief financial officer in writing to a staff member who complies with the legislative requirements, subject to the approval of the competent minister.

8. Heads of department

Section 18 (1) With the exception of the Department of Finance, heads of department are appointed and dismissed by the President of the NKFI Hivatal (Office), in consultation with the vice president supervising the head of department.

(2) Heads of department are responsible for the operation of the organisational unit under their leadership in line with the laws and internal regulations, 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 Public Service Regulations of the NKFI Hivatal (Office) 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, changing job grades and setting target tasks;

h) proposing appointments and dismissals of 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) or the vice president in charge of the department identifies as the tasks of the head of department.

(3) In case of a head of department's absence or inability to attend to his or her duties, he or she is substituted by the 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.

(4) If a head of department position is vacant, the head of department in question is substituted by the head of unit appointed in the rules of procedure of the given organisational unit. If the positions of both a head of department and the head of unit entitled to substitute for such position are vacant at the same time, a government official called upon by the President of the NKFI Hivatal (Office) in an individual appointment is entitled to substitute for such head of department.

9. Heads of unit

Section 19 (1) Heads of unit are appointed and dismissed by the President of the NKFI Hivatal (Office), in consultation with the head of department and the vice president supervising the head of unit.

(2) Heads of unit are responsible for the operation of the unit under their direction in line with the laws and internal regulations, for fulfilling the tasks delegated to them and for verifying implementation.

(3) Heads of unit

a) in accordance with the orders of their superiors, direct and organise the activity of staff members working at the unit and ensure that they report on their work and that their work is assessed;

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);

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 for by the head of department or a government official appointed by the head of unit as specified in the rules of procedure of the department.

(5) If a head of unit position is vacant, such head of units is substituted for by the head of department.

10. Administrators and employees of the NKFI Hivatal (Office)

Section 20 The rights and obligations of the administrators and the employees of the NKFI Hivatal (Office) associated with their job are specified in the legal regulation on government officials and the act on the labour code.

Section 21 The administrators and employees of the NKFI Hivatal (Office):

a) perform their duties under the direction of their direct superiors. If they are instructed by a person other than their direct superior, they must inform their direct supervisor thereof without delay;

b) must perform their tasks, bearing in mind the interest of the NKFI Hivatal (Office), based on the orders and instructions under point a) and as determined in the normative decisions, normative orders, regulations and orders issued by the President and by keeping the deadlines;

c) ensure that the matters within the sphere of responsibilities and powers of the NKFI Hivatal (Office) are prepared for decision-making;

d) must keep their expertise and professional knowledge at the level required for the performance of their tasks, and obtain the qualifications required by legal regulations or by the employer;

e) must keep all information obtained in relation to the operation of the NKFI Hivatal (Office) confidential, subject to the exceptions specified by legal regulations;

f) must refrain from all activities that may damage the reputation of the NKFI Hivatal (Office) or may otherwise adversely affect the interests of the NKFI Hivatal (Office);

g) must substitute for their colleagues based on appointment by their direct superior;

h) have the right to take initiatives, make proposals and express their opinion in professional matters;

i) have the right to make proposals aiming to improve the working conditions and to express their opinion in matters related to their workplace and work processes.

III THE OPERATION OF THE NKFI HIVATAL (OFFICE), GENERAL RULES

11. Representation

Section 22 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, in writing, 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 23 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 competent head of department or the person specifically authorised by him or her. 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 24 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. The intranet site of the NKFI Hivatal (Office) (hereinafter: intranet) is managed by the Communication Unit. Content is uploaded to the intranet by the Communication Unit on request of the organisational unit concerned.

12. Issuing official documents

Section 25 (1) The President of the NKFI Hivatal (Office) issues (with the exception indicated in (3)) the documents to be released, out of the political and professional top managers, 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, as well as to the deputies of the heads of the central government office and the central office, out of the professional top managers. 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 professional top manager (President or Vice President) authorised them.

(5) Copies of official documents issued and in-house documents approved with signature (hereinafter: other document) may be certified by the issuing/approving manager, and copies of documents issued by the President or a Vice President or any other document may be certified by the head of department responsible for the preparation of the given document. The head of the Department for Legal Affairs, Procurement and Human Resources is generally entitled to certify all issued documents and other documents. The President of the NKFI Hivatal (Office) may give certification powers to other staff members in the internal regulations or by means of a special instruction.

Section 26 Regarding financial issues and issues with a financial impact, the rights to undertake obligations, order payments, countersign and validate documents may be exercised pursuant to the provisions of the Financial Regulations.

Section 27 The person issuing official and other documents is responsible for the content and legal compliance of official and other 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 or any other document, it is the task of the person entitled to issue documents to objectively discuss the differing positions.

13. The use and registration of stamps

Section 28 (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 or if so ordered by the President of the NKFI Hivatal (Office).

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

Section 29 (1) The internal management tools of the NKFI Hivatal (Office) (hereinafter: internal regulatory document) are the following: compulsory internal regulations, implementation rules and information memos, affecting the whole organisation or a specific organisational unit:

a) regulations issued by the President as normative decisions or normative orders that are management tools regarding the internal operational rules of the Office and the tasks of specific organisational units and persons; and affecting the whole Office;

b) presidential orders issued by the President and regulations issued in the form of presidential orders contain general instructions and obligations regarding the organisation or operation of the NKFI Hivatal (Office) or other issues important for the operation;

c) presidential circulars and other presidential instructions issued by the President, normative orders having the same material and organisational scope as presidential orders may exclusively 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, or by the vice president and the head of department in matters related to their sphere of powers and responsibilities, regarding the operation or activities of the NKFI Hivatal (Office) regarding a specific case, measure or situation;

e) rules of procedure, issued by the President, or by the vice president regarding the organisational unit under his or her direction, contain the tasks of independent organisational units and the detailed rules of their internal operation.

(2) The internal regulatory documents listed in Subsection (1) are prepared by the organisational unit indicated by a legal regulation, internal regulation or, in the absence thereof, the organisational unit having competence or designated by the President on a case by case basis. The comments of the Department for Legal Affairs, Procurement and Human Resources must be sought regarding drafts, with the exception of information memos issued pursuant to Subsection (1)d).

(3) The Department for Legal Affairs, Procurement and Human resources ensures that, with the exception of the internal regulatory document specified in Subsection (1)d), a copy of the original signed internal regulatory documents be filed and kept on record. Filing and keeping record of one original copy of the information memo under Subsection (1)d) is the responsibility of the organisational unit preparing such information memo.

(4) The Communication Unit is responsible for publishing the signed internal regulatory documents, with the exception of the internal regulatory document under Subsection (1)d), on the intranet. If the contents of a document referred to in Subsection (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.

15. General rules on administration

Section 30 (1) The NKFI Hivatal (Office) maintains paper-based and electronic administration. 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, internal regulatory documents 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 31 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 32 (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) Administrators are instructed by their direct superiors (including also heads of departments in case of units organised under departments). The superiors of their direct superiors may also instruct them if warranted by extraordinary circumstances, while informing the direct superior without delay.

Section 33 (1) In accordance with Section 30 (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, internal regulatory documents 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 15-day deadline is to be applied by default unless the manager specifies otherwise. Managers may mark cases as “urgent”, in which case the official must take action 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 internal regulatory documents.

(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) Staff members 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 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.

16. Preparing and executing work plans

Section 34 (1) The Department for Legal Affairs, Procurement and Human Resources, in collaboration with the departments, draws up the annual work plan of the NKFI Hivatal (Office) and submits it for approval to the President of the NKFI Hivatal (Office) at the Cabinet Office of the President.

(2) Those responsible for the tasks listed in the work plan must carry them out by the deadline set. Those responsible for the execution of 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 on the status of work plan implementation in writing after the end of the given year by the deadline and following the procedural rules set by the President of the NKFI Hivatal (Office). The Department for Legal Affairs, Procurement and Human Resources provides for the drafting of the report on work plan implementation, on the basis of the reports of heads of department, after the end of the given year by the deadline and following the procedural rules set by the President of the NKFI Hivatal (Office).

17. Meetings

Section 35 (1) The President of the NKFI Hivatal (Office) may hold all-hands meetings in order to inform government officials and employees of the NKFI Hivatal (Office). The all-hands meeting takes place with the participation of the managers, government officials and employees of the NKFI Hivatal (Office), as well as external experts and other persons invited by the President.

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

(3) Meetings of Heads of Departments 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, the Head of the Communication Unit 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 36 For meetings held pursuant to Section 35 (1)-(3), agendas, proposals and meeting memos are prepared by the Cabinet Office of the President. The administrative tasks related to meetings held pursuant to Section 35 (4) are handled by the manager with the power to convene the meeting.

Section 37 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 boards specified by the RDI Act.

18. Rules on Financial Management

Section 38 (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 and internal regulatory documents.

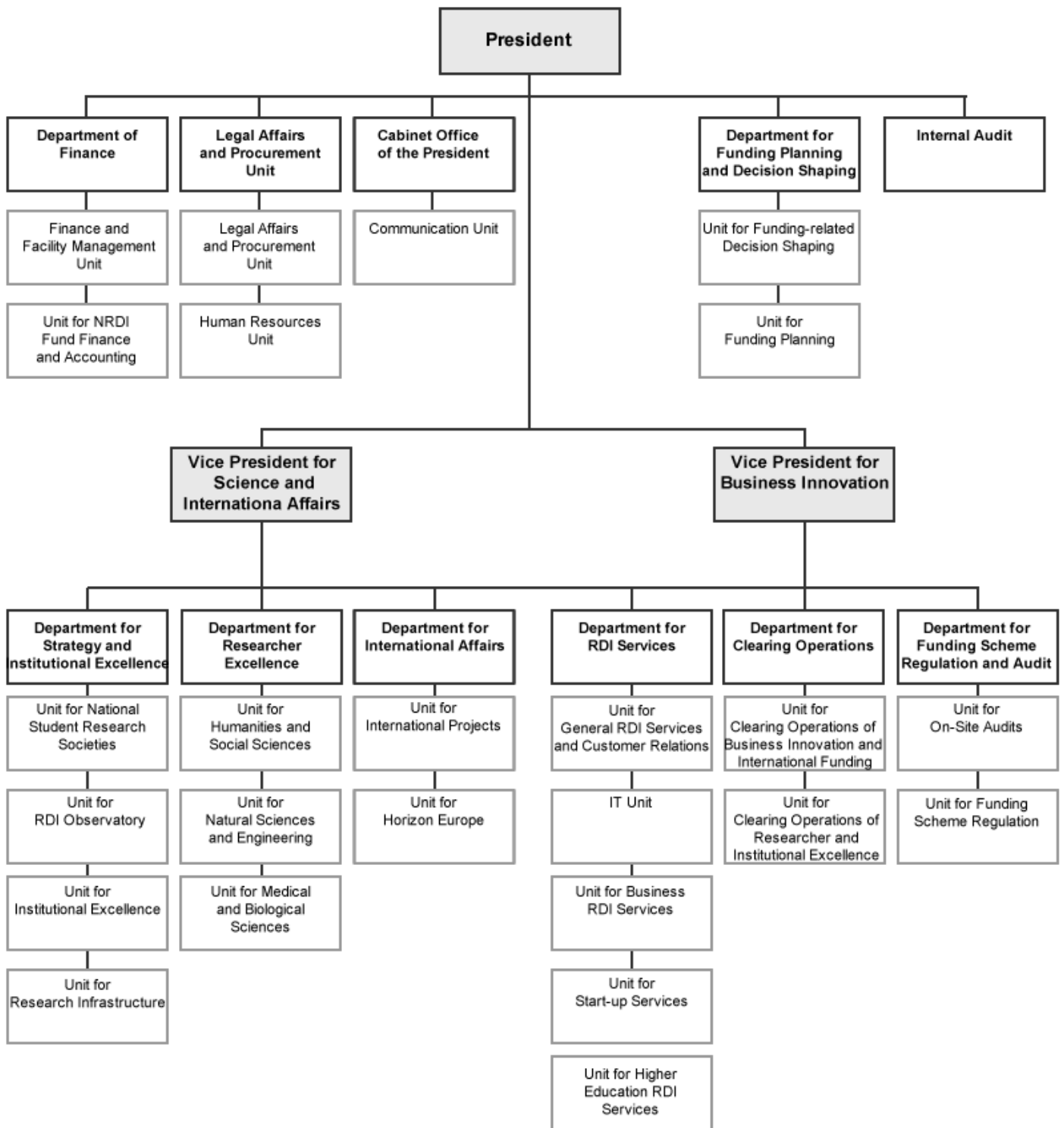
(2) The NKFI Hivatal (Office) is responsible for the NKFI Alap (Fund), and the budget of the NKFI Hivatal (Office) must be drawn up and handled separately from that of the NKFI Alap (Fund).

(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 39 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



Appendix 2

The tasks of the organisational units of the NKFI Hivatal (Office)

1. ORGANISATIONAL UNITS UNDER THE PRESIDENT'S DIRECT CONTROL

1.1 The Cabinet Office of the President

The Cabinet Office of the President is a department-level 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, communication and customer service. The Cabinet 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 the preparation of surveys, data collections and analyses supporting the President's decision-making or examining the impacts of decisions;

ae) makes proposals on possible options for decisions as part of the decision preparation process in matters within its sphere of powers and responsibilities;

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) 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;

bh) 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 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 regulations 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. Department for Legal Affairs, Procurement and Human Resources

The Department for Legal Affairs, Procurement and Human Resources is an organisational unit responsible for the general legal, administrative, human resources and public procurement-related 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 general legal and administrative activities:
 - aa) in cooperation with the relevant specialised departments participates in the legal preparation and modification 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 intranet (with the exception of those to be prepared by other organisational units pursuant to these Regulations);
 - ae) in due observation of the provisions of point ad), 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 organisational units of the NKFI Hivatal (Office) 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, grant agreements and the deed of funding to be issued by the NKFI Hivatal (Office);

ag) unless the President of the NKFI Hivatal (Office) engages an external legal expert (an attorney-at-law or a law firm), provides legal representation for the NKFI Hivatal (Office) towards the courts and other authorities, and prepares agency contracts and powers of attorney for legal representation, except for court, out-of-court and authority proceedings related to the enforcement of claims under grant agreements, to calls for tenders and to grant agreement relationships;

ah) provides opinions on instructions prepared by other organisational units with regard to legal and codification aspects;

ai) 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;

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

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

al) prepares the data protection and public information regulations and arranges their regular updating and compliance with the legal regulations in force;

b) as part of its document management activities:

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

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

bc) prepares the document management regulations and arranges their regular updating and compliance with the legal regulations in force;

c) as part of its objection handling activities:

ca) examines the objections falling within the remit of the NKFI Hivatal (Office), filed in connection with the award of the grants financed by the NKFI Alap (Fund) and with other calls managed with the involvement of the NKFI Hivatal (Office), and may, in this context, request the departments concerned of the NKFI Hivatal (Office) to provide data, information and documents;

cb) draws up draft decisions for the President of the NKFI Hivatal (Office) on the subject-matter of the adjudication of the complaints or their forwarding to the supervisory body;

d) as part of its human resource policy activities:

da) handles tasks related to the government service status or employee status of staff members, prepares and implements the HR-related decisions and measures of the person exercising employer's rights, and communicates with external bodies regarding these issues;

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

dc) 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;

dd) keeps the base registry of public services specified by legal regulations up-to-date and handles personal files of staff members as stipulated by the legal regulations, in cooperation, in this context, with the finance unit and the managers exercising employer's rights;

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

df) participates in recruitment and selection processes and operates the recruitment database of the NKFI Hivatal (Office);

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

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

di) 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;

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

dk) participates in the preparation of study contracts and keeps records on the obligations arising from them;

dl) in accordance with the provisions of legal regulations, coordinates performance evaluation, keeps records on performance evaluation documents and carries out other tasks related to the evaluation of government officials;

dm) ensures that tasks related to the fulfilment of social, welfare and occupational health obligations are carried out;

dn) drafts the regulations falling within its competence, including in particular the public service regulations, the public service data protection regulations and the regulation on the professional requirements for filling positions and on the tasks to be performed in different positions, and arranges for their regular updating and compliance with the legal regulations in force;

do) participates in drawing up the welfare and social principles, the wage and benefit system, and provides proposals for improving their functioning;

dp) supplies data on staff headcount and other matters related to human resources policy;

dq) drafts the NKFI Hivatal's (Office) plan for equal opportunities;

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

ds) compiles the annual leave plan of the NKFI Hivatal (Office) based on the data supplied by the departments;

dt) in compliance with the rules on data protection and security, manages the internal and external human resources policy registers of the NKFI Hivatal (Office), the latter being used in line with the relevant statutory provisions;

du) draws up the drafts of the privacy statement;

e) as part of its public procurement and other procurement activities:

- ea) prepares the annual public procurement plan of the NKFI Hivatal (Office), ensures that changes are incorporated in the annual public procurement plan;
- eb) in view of the recommendations and with the involvement of the organisational units responsible for public procurement, carries out the tasks related to the preparation and implementation of the public procurement procedures of the NKFI Hivatal (Office);
- ec) carries out the implementation of the NKFI Hivatal's (Office) procurements under the public procurement value threshold;
- ed) manages orders in the centralised public procurement system except for the IT- and tour operators-related orders;
- ee) provides for the implementation of other procurements with the exception of assets and instruments (including in particular stationery and printed forms) required for the public duties of the NKFI Hivatal (Office).

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 of the NKFI Alap (Fund) as an extra-budgetary fund, 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), compliance with the financial and accounting rules of procedure, and in particular it
 - aa) carries out the financial and accounting tasks and supplies data in relation to the planning, financial management, book-keeping and reporting of the budget of the NKFI Hivatal (Office) and the NKFI Alap (Fund);
 - ab) subsequent to the adoption of the Budget Act, drafts the basic budgets of the NKFI Hivatal (Office), chapter-administered appropriations and the NKFI Alap (Fund), and – after approval by the head of the body governing the chapter – submits them to the Hungarian State Treasury;
 - ac) drafts and updates the financial management related regulations of the NKFI Hivatal (Office) and the NKFI Alap (Fund);
 - ad) drafts the reports of the NKFI Hivatal (Office) (on institutional and chapter-administered appropriations) and the annual budgetary report of the NKFI Alap (Fund), ensures their approval by the President of the NKFI Hivatal (Office), and drafts and submits the final balance of chapters to the minister responsible for public finances;
 - ae) carries out the tasks related to chapter financing and cash management;
 - af) drafts the monthly budget reports, quarterly balance sheet reports, end-of-year flash reports, financial and liquidity plans, planned utilisation of appropriations, changes in debts and forecast on FX disbursements;
 - ag) 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;
 - ah) 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;
 - ai) based on funding decisions, keeps the records of prior commitments in a breakdown by legal basis, reporting year and year after the reporting year;

- aj) keeps records of advance payments in keeping with commitment records;
- ak) prepares collection orders related to funds to be recovered on the basis of the data provided by the Department for Clearing Operations;
- al) keeps sub-ledger records on the basis of the data provided by the Department for Clearing Operations of debts to be collected and receipts from collections;
- am) monitors the debts, and, within the framework of annual budget reporting, assesses and sets the interest payment obligations arising from such debts;
- b) carries out the tasks related to the utilisation of and protection of institutional assets, and in particular it
 - ba) co-ordinates and supervises the tasks related to the management, use and utilisation of the movable and immovable assets under the asset management of the NKFI Hivatal (Office) or leased or used by the Office under a contract, as well as of the memberships in business companies over which the Office exercises ownership rights;
 - bb) carries out the tasks related to the management, record-keeping and related data reporting of the membership share of the NKFI Hivatal (Office) in business companies;
 - bc) keeps the records of the assets managed by the NKFI Hivatal (Office) and the rights representing assets up-to-date;
 - bd) drafts and updates the regulations on stock-taking and selection for destruction;
 - be) prepares and executes the annual stock-taking schedule and the selection for destruction;
- c) carries out the tasks related to remunerations and payrolls and compiles data for statutory data supply, and in particular it
 - ca) 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;
 - cb) keeps record of and accounts for non-regular emoluments (advance on emoluments, in-kind benefits, contractor fees, per diem allowances, reimbursement of travel expenses, fringe benefits, other allowances), end-of-the month closing and certification tasks related to accounting;
 - cc) carries out the tasks related to the establishment, management and records-keeping of fringe benefits and other non-regular personal benefits not specified in the PSR;
 - cd) fulfils the NKFI Hivatal's (Office) assessment, filing and payment obligations related to the personal income tax, files the personal income tax returns of NKFI Hivatal (Office) employees;
- d) 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;
- e) carries out the financial and accounting tasks related to its participation in national and international projects and tenders; manages their separate records;
- f) coordinates the tasks related to audits performed by the State Audit Office; compiles data to be provided to the external and internal audit authorities;
- g) participates in the development of the internal control system of the NKFI Hivatal (Office);
- h) carries out the tasks related to the maintenance of real estate and motor vehicles, in particular it
 - ha) draws up an annual maintenance proposal 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;
 - hb) performs and supervises the technical tasks related to renovation and works;
 - hc) ensures that materials and equipment are supplied continuously;

- hd) ensures that the office spaces and other primary and ancillary spaces required for fulfilling the public duty are in a proper condition;
- he) ensures the constant availability and proper technical condition of the motor vehicles;
- hf) lays down the regulations related to the operation, utilisation and protection of the assets managed by NKFI Hivatal (Office);
- hg) ensures that occupational safety and fire protection-related tasks are carried out;

1.4. Internal Audit

Directly reporting to the President of the NKFI Hivatal (Office), the Internal Audit, performs its tasks with functional independency. In this context, it

- a) is responsible for the budgetary organisational and chapter-level internal audits;
- b) compiles and updates the Internal Audit Manual as appropriate;
- c) compiles strategic and annual internal audit plans and submits them to the President of the NKFI Hivatal (Office) for approval;
- d) 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;
- e) conducts compliance, financial, system and performance and IT-related audit in the course of its internal audit activity;
- f) analyses, inspects and evaluates the comprehensiveness of the organisation's internal control system, the compliance with the applicable laws and regulations, the economy, efficiency and effectiveness of the organisation's activity;
- g) analyses, inspects and evaluates the management of the available resources, the protection and accumulation of assets and the compliance of accounting;
- h) 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;
- i) if the audit gives rise to the suspicion of an action, omission or deficiency which may provide grounds for criminal, administrative or disciplinary liability or for damage claims, it informs without delay the President of the NKFI Hivatal (Office) (or if he or she is personally involved, the government official in charge of supervising the Office) and proposes the initiation of appropriate procedures;
- j) 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;
- k) 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;
- l) informs the President on the implementation of and deviations from the annual internal audit plan;
- m) draws up annual internal audit reports observing the guidance published by the minister in charge of public finances;

n) prepares an annual training plan, ensures that it is approved by the President and implemented;

o) 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);

1.5. Department for Funding Planning and Decision Shaping

The Department for Funding Planning and Decision Shaping is the organisational unit responsible for, planning and funding-related decision shaping tasks related to competitive and non-competitive funding requests in the field of innovation financed from the NKFI Alap (Fund), and carrying out, on request, specialist tasks related to budgetary funds serving the innovation-related objectives of operational programmes. The Department for Funding Planning and Decision Shaping,

a) as part of its funding planning activities:

aa) coordinates the development of the Programme Strategy of the NKFI Alap (Fund) on office level;

ab) makes proposals for the announcement of calls for tenders;

ac) coordinates and draws up calls for tenders, except for calls belonging to the sphere of responsibilities of the Department for Researcher Excellence, in consultation with the relevant departments and the Ministry for Innovation and Technology;

ad) if necessary for a given call, conducts a social consultation;

ae) sends the calls for tenders to the Aid Inspection Office (hereinafter: TVI) for commenting;

af) ensures that calls for tenders are published;

ag) prepares the Customer Service employees involved, and performs, as appropriate, the professional quality assurance tasks related to the answers to be given to applicants' questions to be sent out by the Customer Service;

ah) issues its preliminary position in relation to the applicants' call-related questions, as appropriate;

b) as part of its funding-related decision-shaping activities:

ba) draws up the specifications for the form filler software and the completion guide related to calls, except for calls within the sphere of responsibilities of the Department for Researcher Excellence and the Department for Strategy and Institutional Excellence;

bb) implements – with the exception of the calls within the sphere of responsibilities of the Department for Researcher Excellence and the Department for Strategy and Institutional Excellence – the testing of the form filler software, and consults with the developer about the necessary improvements and modifications;

bc) checks the project proposals received – with the exception of the project proposals within the sphere of responsibilities of the Department for Researcher Excellence and the Department for Strategy and Institutional Excellence – against the formal and eligibility criteria;

bd) carries out the risk assessment of the project proposals received and the applicants, as appropriate, and informs the expert group of the results thereof;

be) if requested, makes a recommendation for anonymous evaluators carrying out the evaluation of project proposals received, in view of the involvement of the given field of expertise and conflicts of interest;

bf) – with the exception of the project proposals within the sphere of responsibilities of the Department for Researcher Excellence and the Department for Strategy and Institutional Excellence – coordinates the process of the professional evaluation of the project proposals

received, obtains the opinions of the boards and experts participating in the evaluation of these project proposals as required by the call for proposals, performs the quality assurance tasks of such decisions;

bg) manages the services agreements and the certificates of performance of the anonymous experts, with the exception of those of the experts, anonymous experts involved in the evaluation of project proposals within the sphere of responsibilities of the Department for Researcher Excellence;

bh) – with the exception of the project proposals within the sphere of responsibilities of the Department for Researcher Excellence and the Department for Strategy and Institutional Excellence – summarizes the anonymous evaluations, and sends them to the members of the Expert Group, organises, conducts and documents the meeting of the Expert Group;

bi) – with the exception of funding decisions within the sphere of responsibilities of the Department for Researcher Excellence and the Department for Strategy and Institutional Excellence – prepares motions for funding decisions, keeps record of decisions, notifies the applicants of the funding decisions;

bj) ensures the public disclosure of decisions on innovation funding awarded from the NKFI Alap (Fund);

bk) – with the exception of funding within the sphere of responsibilities of the Department for Researcher Excellence and the Department for Strategy and Institutional Excellence – tends to the administrative and implementation tasks related to the conclusion of funding agreements and to the issuance of deeds of funding;

bl) ensures the fulfilment of the data reporting obligation related to the decision-shaping and contracting phase as specified by a legal regulation;

bm) – with the exception of the electronic tender management system managing the research and development project proposals – keeps contact with software development company operating the tender management system, reports any claims for data correction, troubleshooting, parameterizing and development, and checks their implementation;

c) upon individual presidential decisions, fulfils decision-shaping and contracting tasks related to non-competitive funding;

d) as part of its operational programme-related activities:

da) in relation to innovation funds and the execution of EDIOP and CCHOP agreements concluded with Managing Authorities, performs the tasks linked with contracting the assessment panel experts and peer reviewers and issuing certificates of performance;

db) receives the project proposals sent to request RDI opinions and has their professional evaluation carried out;

dc) makes proposals for the President of the NKFI Hivatal (Office) on the members of the expert bodies related to RDI opinion requests, and organises, conducts and documents the meetings of the expert bodies.

2. ORGANISATIONAL UNITS UNDER THE DIRECTION OF THE VICE PRESIDENT FOR SCIENCE AND INTERNATIONAL AFFAIRS

2.1. 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) as part of its activities related to EU research and innovation framework programmes (hereinafter: EU framework programmes):

aa) performs the government activities related to the 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) 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;

am) 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;

an) 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;

ao) 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;

b) as part of its activities related to international projects and relations:

ba) 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;

bb) 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;

bc) 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;

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

be) in cooperation with the minister responsible for innovation and technology, prepares bilateral and multilateral intergovernmental science and technology (S&T) conventions and provides for the execution and, if necessary, renewal thereof;

bf) 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;

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

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

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

bj) in collaboration with the competent departments of the NKFI Hivatal (Office) and with the Ministry for Innovation and Technology, performs the programme operator tasks of the programme area "Bilateral Research Cooperation" of the Norwegian Financial Mechanisms;

bk) keeps records of committee memberships related to international research cooperation and plans membership fees related to participation in international programmes and cooperation;

bl) in cooperation with the Ministry of Foreign Affairs and Trade, participates in the professional guidance of 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;

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

- bn) coordinates RDI activities in the V4 cooperation;
- bo) 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;
- bp) 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) 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;
- bq) performs national coordination arising from Hungary's membership in NATO's RTO Von Karman Institute (VKI);
- br) 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;
- bs) coordinates Hungary's participation in CERN, ITER and ESS and in other large EU and international research infrastructure;
- bt) 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.

2.2. Department for Researcher Excellence

The Department for Researcher Excellence 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) participates, in the R&D area, in the preparation of the annual program strategy and the utilisation plan of the NKFI Alap (Fund), and, where appropriate, puts forward proposals for their modification;
 - ac) regarding research and development, participates in tending to the tasks stipulated in Section 10 (1) f) of the RDI Act;
 - ad) in cooperation with the strategic area, participates in strategic planning at a national and EU level, the compilation of tender portfolios and the evaluation of programmes;
 - ae) may liaise with national and international funds and organisations funding research and development
 - af) is professionally responsible in the research and development area for the continuous development and maintenance of the electronic tender management system (EPR);
 - ag) 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;
 - ah) participates in ensuring that research results are public;
- b) as part of its professional and administrative activities related to the preparation and administration of RDI calls for proposals falling within the area of competence of the NKFI Hivatal (Office), as well as to funding agreements or deeds of funding, the legal relationship resulting from funding agreements and the monitoring of the utilisation of funds:

ba) prepares the professional content of calls for proposals, drafts the calls for proposals in collaboration with the Department for Funding Planning and Decision Shaping and submits them to the Vice President for Science and International Affairs for their forwarding to the President of the NKFI Hivatal (Office);

bb) receives the submitted project proposals and checks them against formal criteria;

bc) drafts and updates application forms and professional monitoring forms; participates in the drafting of sample documents and forms for legal and financial monitoring related to the calls for proposals and legal relationships resulting from funding agreements;

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) performs the tasks related to the contracting of assessment panel experts and peer reviewers and the issuing of the related professional performance certificates;

bg) prepares motions for funding decisions, keeps record of decisions, notifies the applicants of the funding decisions;

bh) performs the administrative and implementation tasks related to the preparation and conclusion of funding agreements, and to the preparation and issuance of deeds of funding, as well as to the performance of funding-related legal relations in the area of research and development; issues the professional performance certificates related to funding agreements and to deeds of funding;

bi) draws up financing lists prior to making financial support available for beneficiaries (transfers or reallocation of appropriations);

bj) coordinates the professional assessment of interim and closing reports on the utilisation of funds;

bk) examines the requests related to the modification of the funding-related legal relations and performs the administrative and execution tasks related to the modification and termination of such relations, if necessary, in consideration of the financial monitoring and the legal recommendations of the Department for Clearing Operations and the Department for Funding Scheme Regulation and Audit, respectively;

bl) keeps records of the securities attached to funding-related legal relations and, if necessary, provides for the replacement, extension and withdrawal of such securities;

bm) based on the professional reports proposes the ordering of extraordinary on-site inspections to the Department for Funding Scheme Regulation and Audit;

bn) in terms of technical monitoring, ensures the proper and contractual utilisation of research and development funds disbursed from the NKFI Alap (Fund);

bo) complies with the notification and data reporting obligations vis-à-vis the TVI;

bp) performs the tasks related to the professional and financial closure of research and development projects funded from the NKFI Alap (Fund);

bq) in regard to research and development funds, supplies data on commitments, advances and receivables; and supplies further data to the Department of Finance on a regular or case-by-case basis;

br) liaises with tenderers and lead researchers, expert groups and specialised colleges participating in tenders;

bs) provides data for publications compiled from the summaries of research results of tender closing reports;

bt) provides a summary of the evaluations of partial and closing reports;

bu) provides data and information for the Department for Legal Affairs, Procurement and Human Resources for the purpose of addressing objections filed in connection with tenders/projects;

2.3. Department for Strategy and Institutional Excellence

The Department for Strategy and Institutional Excellence is an organisational unit that provides the database, the methodology, the analytical and the evaluation background for the development and implementation of the RDI policy, offers RDI analytical services to RDI actors, and performs secretarial tasks for the National Council of Student Research Societies and the policy implementation tasks associated with the professional and research infrastructure related to the institutional excellence programmes. It

a) as part of its activities related to the RDI Observatory:

aa) has professional responsibility for the tasks related to the development 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 implementing the government measures required for their assertion;

ab) performs the tasks associated with the monitoring and evaluation of the implementation of the RDI policy within the NKFI Hivatal (Office), participates in developing the strategy and the methods of evaluating and measuring the performance of governmental RDI programmes;

ac) 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;

ad) evaluates the impact and results of RDI measures from a strategic perspective in order to ensure the coordinated and concentrated utilisation of funds and achieve the strategic objectives;

ae) participates in the working out of medium and long-term national economy concepts, strategies and policy documents affecting RDI and their enforcement as specified in the applicable statutory regulations;

af) participates in the Working Party of NESTI (National Experts on Science and Technology Indicators) of the Organisation for Economic Cooperation and Development (hereinafter: OECD), in the work of the Hungarian OECD National Council and of TAFTIE (European Network of Innovation Agencies);

ag) provides methodological assistance to organisations and institutions for their RDI activities;

ah) represents national R&D policies in the European Union's RDI programme committees and carries out NCP tasks in the individual specialist areas based on separate authorisation, in cooperation with the Department for International Affairs;

ai) provides RDI-related analytical and methodological consultancy to governmental and non-governmental organisations; provides RDI data and conducts analyses for public administration and other RDI actors;

aj) keeps records of Hungarian and EU data – in cooperation with the specialised departments – related to research, development and innovation calls for proposals financed from public funds and managed by the NKFI Hivatal (Office);

ak) plans and operates the professional, methodological and IT background of the RDI Observatory in view of the international recommendations and methodologies;

al) collects, arranges, structures, stores, processes, keeps records of and analyses RDI data;
am) makes reports, analyses and recommendations based on the available RDI data and publishes them;

an) based on an authorisation by the President, represents the NKFI Hivatal (Office) in the working groups of the Hungarian Central Statistical Office (hereinafter: KSH) and cooperates with KSH in methodological issues;

b) as part of its activities related to institutional excellence programmes:

ba) is responsible for the professional preparation of (topic-related, higher education) institutional excellence programmes and for developing the funding programme;

bb) prepares the documentation of the institutional excellence programme-related calls;

bc) keeps contact with the representatives of the institutions participating in the institutional excellence programmes;

bd) tends to the administrative and implementation tasks related to the preparation and conclusion of funding agreements and deeds of funding;

be) performs the tasks related to the checking of the technical reports on funds;

bf) sets up and operates a monitoring system for the indicators of excellence programmes, and regularly evaluates the programmes;

bg) assists higher education institutions in performing their third-mission activities;

bh) makes proposals for the utilisation and marketing of the research results of higher education institutions and research institutes;

bi) participating in the development of the annual programme strategy of the NKFI Alap (Fund);

c) as part of its activities related to talent development, and to individual student, teacher and researcher excellence:

ca) prepares the documentation of the calls for the national higher education excellence scholarship of the New National Excellence Programme (hereinafter: NNEP);

cb) ensures that the calls for applications and the related documents are published;

cc) keeps contact with the representatives of higher education institutions participating in the NNEP and coordinates their NNEP-related work;

cd) checks the decision proposals received from higher education institutions and submits the final list of persons who won scholarship to the decision-makers;

ce) notifies the higher education institutions after the decision is made;

bd) tends to the administrative and implementation tasks related to the preparation and conclusion of funding agreements and deeds of funding;

cg) performs the tasks related to the checking of the technical reports on funds;

ch) in cooperation with the Communication Unit, makes a professional proposal for the content of the NNEP, provides for the communication of the results and the promotion of NNEP;

ci) keeps record of and monitors the NNEP communication and events of higher education institutions;

cj) operates the Secretariat of the National Council of Student Research Societies (hereinafter: OTDT);

ck) ensures that the OTDT performs the tasks set in its Organisational and Operational Regulations and supports the activities of student research societies pursued in the institutions (hereinafter: TDK);

cl) ensures that the OTDT carries out the central coordination of the preparation and holding of the biennial National Conference of Student Research Societies (hereinafter: OTDK) and helps

the professional committees of the OTDT in setting up and implementing the professional and content elements;

cm) ensures that the OTDT builds and maintains TDK-related databases and operates an online OTDT system covering the entirety of TDK sectors;

cn) ensures that the development programmes and tasks of the TDK and the OTDK are coordinated in accordance with the OTDT decisions;

d) as part of its activities related to research infrastructure:

da) keeps records of the domestic research infrastructure and their main particulars;

db) keeps records of and regularly updates the database of domestic research infrastructure, including also the services provided by the research infrastructure;

dc) participates in the development of the long-term strategy for the research infrastructure;

dd) coordinates the regular assessment of domestic research infrastructure, the updating, keeping up-to-date and operation of the research register;

de) directs the analytical, evaluation and monitoring tasks related to the research infrastructure;

df) coordinates that the researchers and the research institutions have efficient access to the EU and international research infrastructure, participates in setting up the required legal and financial environment;

dg) participates in coordinating the domestic representation tasks on the ESFRI (European Strategy Forum on Research Infrastructures) Committee;

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

di) coordinates the Hungarian accession tasks to the European research infrastructure listed in the ESFRI Roadmap, except for the ELI programme;

dj) builds and regularly updates the National Research Infrastructure Roadmap.

3. ORGANISATIONAL UNITS UNDER THE DIRECTION OF THE VICE PRESIDENT FOR BUSINESS INNOVATION

3.1. Department for Clearing Operations

It is the organisational unit responsible for contract management, professional and financial monitoring tasks related to research, development and innovation projects financed from the NKFI Alap (Fund), and for carrying out, on request, specialist tasks related to budgetary funds serving the innovation-related objectives of operational programmes. The Department for Clearing Operations,

a) as part of its general activities:

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

ab) 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);

ac) is professionally responsible for the operation and development of technical systems designed to manage innovation funds (hereinafter: innovation tender management systems);

ad) participates in securing and keeping record of users' access rights to innovation tender management systems, in the daily monitoring of the system and in the communication with the organisation operating the system;

ae) comments on the draft calls for proposals from professional and financial monitoring aspects, participates in their drawing up;

af) on its field of expertise, participates in reporting data and information for internal and external audits affecting the NKFI Alap (Fund) and EU audits, as well as in preparing and monitoring action plans and, on its field of expertise, prepares data supply to external bodies, and supplies data to the organisational units of the NKFI Hivatal (Office);

ag) provides data for the Department for Legal Affairs, Procurement and Human Resources for the purpose of addressing objections filed in connection with the calls financed and funds disbursed from the NKFI Alap (Fund);

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

ai) may liaise with national and international funds and organisations supporting innovation;

b) regarding its tasks related to the monitoring of innovation funds, it

ba) in terms of technical monitoring, ensures the proper and contractual utilisation of innovation funds disbursed from the NKFI Alap (Fund);

bb) verifies the technical reports on funded projects, if necessary, with the involvement of bodies and experts;

bc) based on the technical reports, makes proposals to the President of the NKFI Hivatal (Office) for extraordinary on-site inspections;

c) regarding its tasks related to the financial control of the use of national funds, it

ca) in terms of financial monitoring, ensures the proper and contractual utilisation of funds disbursed from the NKFI Alap (Fund);

cb) monitors the financial reports of the funded projects for financial compliance;

cc) issues the technical performance certificates in relation to funded innovation projects;

cd) examines the requests for the modification of funding-related legal relations and – in the case of research and development funds – other requests submitted by the beneficiaries, and makes proposals on their assessment; in the case of innovation funds, it performs the administrative and execution tasks related to the modification and termination of such legal relationships;

ce) based on the requests for the modification of funding-related legal relations and on the financial reports, proposes the ordering of extraordinary on-site inspections;

cf) in regard to innovation funds, performs the tasks related to the full financial closure of projects funded from the NKFI Alap (Fund);

g) coordinates the records-keeping tasks related to the termination of funding-related legal relations and to debts owed to the NKFI Alap (Fund) and the measures necessary for debt collection;

ch) participates in the monitoring of repayment obligations arising from funding-related relations and, based on the data provided by the Department of Finance, identifies the revenues received;

ci) in regard to innovation funds, supplies data on commitments, advances and receivables; and supplies further data to the Department of Finance on a regular or case-by-case basis;

cj) keeps records of the securities attached to funding-related legal relations in relation to innovation funds, and – if necessary – provides for the replacement, extension and withdrawal of such securities;

d) participates in the performance of financial inspection and monitoring tasks related to budgetary funds serving the innovation-related objectives of operational programmes, as set out in the agreement concluded between the NKFI Hivatal (Office) and the relevant Managing Authority. In this context, it

da) assesses the progress and implementation of funded projects from a professional standpoint on the basis of the Managing Authority's special request to the NKFI Hivatal (Office);

db) assesses the professional grounds for the disbursement of funds against financial reports on the basis of the Managing Authority's special request to the NKFI Hivatal (Office);

3.2. Department for Funding Scheme Regulation and Audit

The Department for Funding Scheme Regulation and Audit is an organisational unit responsible for general legal and regulatory, as well as auditing tasks of the NKFI Hivatal (Office) arising in connection with funds. The Department for Funding Scheme Regulation and Audit,

a) as part of its general activities:

aa) in its field of expertise, participates in tending to regulatory and alignment tasks within the sphere of responsibilities of the NKFI Hivatal (Office) and affecting the EU and global RDI development funds and the utilisation of the NKFI Alap (Fund);

ab) in its field of expertise, 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);

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

ad) on its field of expertise, prepares data supply to external bodies, and supplies data to the organisational units of the NKFI Hivatal (Office);

ae) is professionally responsible for the drafting and updating of regulations and procedural rules on the management of the NKFI Alap (Fund) and funds disbursed from it, as well as of EDIOP and CCHOP related agreements concluded with Managing Authorities within the competence of the NKFI Hivatal (Office) and of the related regulations and procedural rules, coordinates the preparation of these documents;

af) comments on draft laws and motions related to public funds and the regulations and procedural rules on the operation and financial management of the NKFI Alap (Fund) from a legal standpoint; participates in the drafting and updating of such regulations and procedural rules;

ag) on its field of expertise, participates in the design and management of the website of the NKFI Hivatal (Office) pertaining to innovation and the disclosure of public data;

b) as part of its legal activities related to research, development and innovation calls, with the right to independent countersigning for employees working in legal positions, it:

ba) comments on draft calls for proposals from a legal perspective, draws up model documents related to the calls for proposals on its own field of expertise, and participates in the consultations with TVI on behalf of the legal area;

bb) draws up model documents in connection with the fund-related relations on its own field of expertise, comments on other model documents in connection with checking the utilisation of funds from legal perspective;

bc) countersigns the documents related to calls for proposals and funding-related legal relations required to be countersigned pursuant to the instructions of the President of the NKFI Hivatal (Office);

bd) provides legal support for preparing funding decisions on non-competitive funding requests;

be) unless the President of the NKFI Hivatal (Office) provides for the assignment of an external expert (attorney-at-law, law firm), performs the legal tasks related to enforcement of claims under funding agreements; represents the NKFI Hivatal (Office) in court, out-of-court and authority proceedings related to calls for proposals and funding agreements;

bf) on its own field of expertise, prepares legal positions to be issued to external organisations, provides legal support to the individual organisational units; issues legal opinions;

bg) participates in the performance of legal tasks related to budgetary funds serving the innovation-related objectives of operational programmes, as set out in the agreement concluded between the NKFI Hivatal (Office) and the relevant Managing Authority;

c) as part of its activities related to research, development and innovation project proposals and funding and to on-site inspections, it:

ca) is responsible for developing the system and methodology of on-site inspections on the research, development and innovation project proposals and the utilisation of funds;

cb) conducts risk analyses related to the applications filed and the projects funded, prepares the annual monitoring plan;

cc) and performs the on-site inspections stipulated in the annual monitoring plan and the extraordinary on-site inspections, and based on the findings of on-site inspections makes a proposal on the required funding-related measures;

cd) draws up a summary report about the on-site inspections conducted in the given year making also proposals in such report on the improvement of the regulatory, procedural and methodological environment of the tender and funding management system;

ce) participates in the performance of on-site inspection tasks related to budgetary funds serving the innovation-related objectives of operational programmes, as set out in the agreement concluded between the NKFI Hivatal (Office) and the relevant Managing Authority;

3.3. Department for RDI Services

The Department for RDI Services is an organisational unit that performs tasks related to innovation services and to providing IT support for the NKFI Hivatal (Office). It

a) as part of its tasks for providing services:

aa) performs cooperation-related tasks between the NKFI Hivatal (Office) and trade associations and organisations promoting national innovation activities;

ab) organises and coordinates research, development and innovation cooperation and partnerships between the actors of the RDI sector (in particular, members of the start-up community, micro, small and medium enterprises, and the actors of the university innovation ecosystem);

ac) performs tasks related to the planning and coordination of activities aiming to strengthen the social acceptance and the recognition of innovation and increase innovation awareness;

ad) monitors national and international funding programmes and grants affecting the RDI ecosystem;

ae) participates in developing the strategy and the methods of evaluating and measuring the performance of governmental RDI programmes;

af) participates in carrying out data collecting done by the NKFI Hivatal (Office);

ag) performs tasks related to setting up and operating the mediator-expert network supporting the improvement of the innovation performance;

ah) participates in the preparation and implementation of national and international RDI projects and programmes affecting the NKFI Hivatal (Office) and the RDI ecosystem;

ai) performs the customer service tasks of the NKFI Hivatal (Office);

b) regarding its tasks related to information technology:

ba) is responsible for drafting regulations in the area of IT, coordinates and manages the development projects of IT systems and equipment, provides technical assistance to the selection of CRM and office software, and participates in the procurement thereof;

bb) in the case of IT systems where the NKFI Hivatal (Office) owns the source code, ensures the collection and processing of development needs and requirements, comments on them from an IT perspective, ensures the implementation of such developments, ensures the monitoring of the IT system, the operation of the IT systems and the IT helpdesk of the NKFI Hivatal (Office), provides and organises training courses to users as needed;

bc) in the case of IT systems where the source code is not owned by the NKFI Hivatal (Office), ensures the user support of related software, provides office-side IT expertise for the installation, use and development of IT systems (in particular: it drafts the IT operation requirements, comments on the IT system specifications provided by the operator of the system, examines the conditions and possibilities of installation and use), may participate in the operation of the IT helpdesk, provides and organises training courses to users as needed;

bd) as part of its IT operation-related activities, ensures the operation and continuous availability of the IT infrastructure and IT equipment (including in particular all user- and served-side IT equipment, active and passive network elements, and the IT monitoring of mobile phones); ensures the maintenance and supplementation of outdated equipment, keeps records of the various elements and equipment of the in-house IT infrastructure, supports the operation of the website and intranet of the NKFI Hivatal (Office);

be) as part of its IT security activities, it drafts the regulations related to the security, use and operation of the IT systems, ensures that they are up to date and compliant with the laws; ensures the execution of all necessary IT security measures and processes, as well as the operation of the IT security systems;

bf) requests and keeps records of the official gates of the NKFI Hivatal (Office) and the electronic signatures of the Office's employees;

bg) provides IT, infrastructure- and software-related support to the organisational units of the NKFI Hivatal (Office);

bh) participates in the tasks of the 'one-stop shop' innovation marketplace and in building and operating the related IT services.

Appendix 3

The organisational units of the NKFI Hivatal (Office)

Executive Officers	Organisational Unit	
1. President of the NRDI Office	1.1 Cabinet Office of the President	
	1.1.1. Communication Unit	
	1.2. Department for Legal Affairs, Procurement and Human Resources	
	1.2.1. Legal Affairs and Procurement Unit	
	1.2.2. Human Resources Unit	
	1.3. Department of Finance	
	1.3.1. Finance and Facility Management Unit	
	1.3.2. Unit for NRDI Fund Finance and Accounting	
	1.4. Internal Audit	
	1.5. Department for Funding Planning and Decision Shaping	
	1.5.1. Unit for Funding-related Decision Shaping	
	1.5.2. Unit for Funding Planning	
	2. Vice President for Science and International Affairs	2.1. Department for International Affairs
		2.1.1. Unit for International Projects
		2.1.2. Unit for Horizon Europe
2.2. Department for Researcher Excellence		
2.2.1. Unit for Humanities and Social Sciences		
2.2.2. Unit for Natural Sciences and Engineering		
2.2.3. Unit for Medical and Biological Sciences		
2.3. Department for Strategy and Institutional Excellence		
2.3.1. Unit for National Scientific Students' Associations		
2.3.2. Unit for RDI Observatory		
2.3.3. Unit for Institutional Excellence		
2.3.4. Unit for Research Infrastructure		
3. Vice President for Business Innovation		3.1. Department for Clearing Operations
		3.1.1. Unit for Clearing Operations of Business Innovation and International Funding
	3.1.2. Unit for Clearing Operations of Researcher and Institutional Excellence	
	3.2. Department for Funding Scheme Regulation and Audit	
	3.2.1. Unit for On-Site Audits	
	3.2.2. Unit for Funding Scheme Regulation	
	3.3. Department for RDI Services	
	3.3.1. Unit for General RDI Services and Customer Relations	
	3.3.2. IT Unit	
	3.3.3. Unit for Business RDI Services	
	3.3.4. Unit for Start-up Services	
3.3.5. Unit for Higher Education RDI Services		

Appendix 4

Persons required to submit an assets declaration

1. In due consideration of the relevant provisions of Act CLII of 2007 on Obligations Pertaining to Assets Declaration, the following persons are required to submit an asset declaration:

- a) each year,
 - aa) those who – individually or as members of a body – have proposal, decision-making or control powers in public procurement procedures;
 - b) every two years, those who – individually or as members of a body – have, in performing their tasks, proposal, decision-making or control powers regarding
 - ba) budgetary or other financial resources, and with regard to the handling of state property, and the extra-budgetary state fund, appropriations managed at the chapter level,
 - bb) procedures regarding decisions on individual state or municipal funds,
 - bc) inspections and accountability procedures regarding the use of state funds;
 - c) every five years,
 - ca) those who – individually or as members of a body – have proposal, decision-making or control powers in official public administration procedures,
 - cb) those who are employed in an important and confidential position as government officials required to pass a national security screening, in the case specified by law,
 - cc) government officials employed in management position.

2. The obligation for submitting the assets declaration must be fulfilled within fifteen days from the establishment of the legal relation or position bound to such obligation, prior to filling a job or post for the purpose of filling it and from the termination of the position, job or post bound to the obligation for submitting an assets declaration.

3. The President of the NKFI Hivatal (Office) lays down the rules on making assets declarations, keeping such declarations and wealth gain investigations in an internal regulatory document.