

## **Order 1/2025 (II. 27.) of the Minister for Culture and Innovation**

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

Acting within my powers conferred upon me by Section 2(1)d) 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 36(3) of Act CXXV of 2018 on Governmental Administration, having regard to Section 23(4)c) of Act CXXX of 2010 on Legislation, I hereby issue the following order:

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

**Section 2** This Order shall enter into force on the day following its publication.

**Section 3** Order 8/2023 (IX. 5.) of the Minister for Culture and Innovation on the Organisational and Operational Regulations of the National Research, Development and Innovation Office is repealed.

(Sgd.) Dr. Balázs Zoltán Hankó  
Minister for Culture and Innovation

***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** In consideration of the provisions of Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: RDI Act), the National Research, Development and Innovation Office (hereinafter: NKFI Hivatal (Office)) is a central budgetary organisation operating as a government office responsible for the duties set forth in Government Decree 344/2019 (23 December) on the National Research, Development and Innovation Office and on the designation of the organ managing the National Research, Development and Innovation Fund (hereinafter: Government Decree).

**Section 2** (1) The basic information of NKFI Hivatal (Office):

- 1) full Hungarian name: Nemzeti Kutatási, Fejlesztési és Innovációs Hivatal;
- 2) abbreviated name: NKFI Hivatal (Office);
- 3) full English name: National Research, Development and Innovation Office;
- 4) central office: 1077 Budapest, Kéthly Anna tér 1;
- 5) mailing address: 1438 Budapest, Pf. 438;
- 6) founder: Government;
- 7) date of foundation: 1 January 2015;
- 8) organ entitled to its transformation and termination: Government;
- 9) name of managing body: Ministry of Culture and Innovation;
- 10) address of managing body: 1054 Budapest, Szemere utca 6.;
- 11) person exercising management rights over it: minister responsible for science policy coordination;
- 12) the legal act ordering the foundation of the Office: Act LXXVI of 2014 on Scientific Research, Development and Innovation;
- 13) the number of the effective consolidated deed of foundation of the NKFI Hivatal (Office): II/613-22022/PKF;
- 14) date of the effective consolidated deed of foundation: 27 July 2022;
- 15) budgetary sector code of its principal activity: 841114 Government services provided for fundamental research;
- 16) classification of its main activity according to government function:
  - a) 011320 Participation in international organisations;
  - b) 013330 Tendering and funding management, control;
  - c) 014010 General R&D policy;
  - d) 014020 Fundamental research into biotechnology;
  - e) 014030 Fundamental research into natural sciences and engineering;
  - f) 014040 Fundamental research into social sciences and humanities;
  - g) 015010 Applied research and development regarding general public services;
  - h) 041130 Intellectual property and innovation administration;
  - i) 049020 Innovation related to R&D activities;
  - j) 082044 Library services
- 17) account manager: Hungarian State Treasury;
- 18) appropriation allocation account number: 1003200000334820-00000000;

19) government registry identification number (PIR/Financial Information System): 831004;  
20) tax number: 15831000-2-42;  
21) statistical ID assigned by the Hungarian Central Statistical Office: 15831000-8411-312-01;

(2) The NKFI Hivatal (Office) does not pursue entrepreneurial activities.

**Section 3** (1) The NKFI Hivatal (Office)

a) exercises ownership rights in Nemzeti Innovációs Ügynökség Nonprofit Zártkörűen Működő Részvénytársaság (hereinafter: NIÜ Zrt.), and

b) performs tasks related to the membership of the European X-ray Standard Electron Laser Facility GmbH (European XFEL GmbH).

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

**Section 4** (1) The core activities of the NKFI Hivatal (Office) are the public duties defined in the Government Decree.

(2) The NKFI Hivatal (Office) shall perform the tasks of the managing body of the National Research, Development and Innovation Fund (hereinafter: NKFI Alap (Fund)) on the basis of the designation pursuant to Section 2 of the Government Decree, and shall cooperate with NIÜ Zrt. in the performance of its tasks, subject to Section 5/A of the Government Decree.

(3) The NKFI Hivatal (Office) shall fulfil the secretariat functions related to the operations of the

a) National Science Policy Council (hereinafter: NTT).

b) the Research Council of Hungary (hereinafter: KKT).

## 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.

(3) The President, the Scientific Co-President and the Vice President of the NKFI Hivatal (Office) may set up a working group. The working group shall be a working organisation established to carry out a clearly separable group of tasks related to the operation and tasks of the NKFI Hivatal (Office), and may be assisted in the performance of its tasks by an external person or body where justified. When setting up a working group, the following must be specified: the group of tasks to be carried out by the working group, whether it is set up for a fixed or indefinite period, its head and members, and the senior manager or manager under whose authority it will work. The members of the working group shall carry out their duties in addition to the duties related to their post.

(4) For the purpose of achieving the objectives of the Office, the President of the NKFI Hivatal (Office) may – in relation to the Research Fund of the NKFIH Alap (Fund) on a proposal from and with the agreement of the Scientific Co-President –, by presidential order pursuant to Section 35(1)b), establish an advisory board of external experts, determine the number and remuneration of its members, the tasks of the board and the organisational unit supporting its operation. The staff of the NKFI Hivatal (Office) may participate in the advisory body in accordance with the presidential orders establishing the body.

**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 and experts 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 their powers, order the determination of the distribution of the base number of staff among organisational units and the reallocation 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)

1) is responsible for preparing the portfolio of calls for proposals to be announced under the Innovation Sub-fund and the Missions Sub-fund of the annual programme strategy of the NKFI Alap (Fund);

2) is responsible for submitting the programme strategies of the NKFI Alap (Fund) for approval;

3) 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);

4) performs representation and other tasks delegated by the minister responsible for the coordination of science policy in innovation matters;

5) participates in the tasks related to the performance and implementation of the government's Research, Development and Innovation Strategy (hereinafter: RDI Strategy), and makes – through the minister responsible for science policy coordination – suggestions and proposals to the Government regarding the regulation of innovation and the activities of the NKFI Hivatal (Office);

6) sets the general goals and priority objectives of the NKFI Hivatal (Office);

7) controls the appropriations of the NKFI Hivatal (Office) as a budgetary organisation, to the extent defined by law;

8) ensures that the draft budgetary proposal and report regarding the chapters of the NKFI Hivatal (Office) and the NKFI Alap (Fund) are submitted to the managing body;

9) 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;

10) is responsible for ensuring that the financial management of the Innovation Sub-fund and the Missions Sub-fund 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;

11) appoints the chairs, co-chairs and members of the evaluation boards pursuant to the RDI Act in relation to the Innovation Sub-fund and the Missions Sub-fund of the NKFI Alap (Fund);

12) in relation to the Research Sub-fund of the NKFI Alap (Fund), decides by normative instruction, based on the proposal and with the agreement of the Scientific Co-President, on the procedural rules for the management of calls for proposals and funded supports announced from the NKFI Alap (Fund);

13) directs the NKFI Hivatal (Office);

14) ensures the preparation of the annual work plan of the NKFI Hivatal (Office) and its submission on behalf of the Minister in charge of management, and approve the report on the implementation of the work plan;

15) is responsible for preparing the Regulations of the NKFI Hivatal (Office) and submitting 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;

16) is responsible for the establishment, operation and development of the internal control system;

17) ensures the operational conditions for internal audit;

18) ensures the development and operation of the integrity management system;

19) 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);

20) has the power to classify data in the exercise of its duties and powers under Act CLV of 2009 on the Protection of Classified Data;

21) 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 data protection officer, the security manager and the official in charge of equal opportunities, and controls and supervises their activity;

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

23) makes decisions and takes measures in cases that the legal regulations refer to the powers of the director of the budgetary organisation, and in cases that the President of the NKFI Hivatal (Office), pursuant to the legal regulations, may claim authority over;

24) determines the rules of procedure for the administrative management of companies over which the NKFI Hivatal (Office) exercises ownership rights;

25) develops and systematises the processes of the budgetary body, designates in writing the organisational units participating in the operation of the processes as well as the process owners (designation of process owners);

26) is responsible for preparing and continuously updating the control trail of the budgetary body;

27) decides by normative instruction on the procedural rules for managing events that violate organisational integrity and on the procedural rules for integrated risk management;

28) participates biennially in the training defined by the minister responsible for public finances on the topic of the internal control system (except for the financial manager or head of internal audit of the budgetary body, another senior employee, the internal control officer or the integrity adviser of the budgetary body may be appointed in writing to attend the training);

29) defines the organisational structure of document management, the responsibilities and powers related to document management and associated activities, and appoints the head responsible for supervising document management;

30) is obliged to issue internal regulations ensuring the transparent, lawful, regulated, economical, efficient and effective use of available resources.

(3) The President of the NKFI Hivatal (Office) is fully entitled to represent the NKFI Hivatal (Office), and – in view of its designation as managing body – may act on behalf of the Innovation Sub-fund and the Missions Sub-fund of the NKFI Alap (Fund) 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 – in matters specified by law – the Innovation Sub-fund and the Missions Sub-fund of 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) Vice Presidents;
- b) the Cabinet Office of the President;
- c) the Internal Audit within the constraints of legal regulations;
- d) the integrity advisor, and
- e) the person responsible for the security of the electronic information system.

**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 Corporate Innovation. In respect of economic and financial tasks associated with operation, the President is deputized by the Vice President for Financial Affairs.

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

## 4. The Scientific Co-President

**Section 14** (1) The Scientific Co-President of the NKFI Hivatal (Office) is the President of the Research Council of Hungary (KKT).

(2) The Scientific Co-President of the NKFI Hivatal (Office)

a) is responsible for preparing the annual programme strategy of the NKFI Alap (Fund) in relation to the calls for proposals to be announced under the Research Sub-fund, based on the recommendation of the KKT;

b) is responsible for the high-quality implementation of the objectives and tasks defined under the Research Sub-fund in the annual programme strategy of the NKFI Alap (Fund);

c) participates in the tasks related to the creation and implementation of the Government's Research, Development and Innovation Strategy (hereinafter: RDI Strategy), and makes – through the minister responsible for science policy coordination – suggestions and proposals to the Government regarding the regulation of research and development;

d) is responsible for ensuring that the financial management of the Research Sub-fund of 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;

e) invites the chairs, co-chairs and members of the evaluation boards defined in the RDI Act with regard to the Research Sub-fund of the NKFI Alap (Fund);

f) takes funding decisions concerning the Research Sub-fund of the NKFI Alap (Fund), in line with the approved programme strategy;

g) decides on the launch of calls to be financed from the Research Sub-fund of the NKFI Alap (Fund), based on the recommendation of the KKT;

h) decides, based on an expert opinion and the opinion of the KKT, on the acceptance of the beneficiary's report as defined in the RDI Act, and accordingly on the continuation of the disbursement of public funding, and if necessary, on the amendment or termination of the funding agreement.

(3) The Scientific Co-President of the NKFI Hivatal (Office) may, in view of its designation as managing body, act on behalf of the Research Sub-fund of the NKFI Alap (Fund) towards domestic and foreign private individuals and legal entities and other organisations, the Government and its members, Parliament and parliamentary committees. The Scientific Co-President, within the framework of the relevant legislation, has full authority to issue instructions, represent, sign documents, undertake commitments, and authorise payments – within the scope defined by the law – in matters concerning the Research Sub-fund of the NKFI Alap (Fund).

**Section 15** In matters related to the Research Sub-fund of the NKFI Alap (Fund), the Scientific Co-President directly provides professional coordination to the Vice President for Science and International Affairs.

**Section 16** (1) The Scientific Co-President may assign tasks listed in Section 14(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 their personal competence.

(2) The Scientific Co-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 17** (1) In the event of absence or incapacity of the Scientific Co-President, or if the position of Scientific Co-President is vacant, the Vice President for Science and International Affairs shall act as deputy.

(2) If the Scientific Co-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 Scientific Co-President is deputized by the Vice President for Financial Affairs appointed by him.

## 5. The Vice President

**Section 18** (1) The Vice President assists the work of the President and the Scientific Co-President, and works under the President's guidance. Vice President shall be:

- a) the Vice President for Financial Affairs;
- b) the Vice President for Scientific and International Affairs, and
- c) the Vice President for Business Innovation.

(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 and working groups under his or her supervision report to him or her on the work of their organisational units or working groups;

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 and scientific co-presidential assignments made pursuant to Sections 12 (2) and 16 (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, and may also set up a working group to perform a clearly separable group of tasks in its area of responsibility;

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 or the Scientific Co-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.

**Section 19** (1) Unless otherwise provided by law or the Regulations, if the Vice President for General Affairs 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 the President of the NKFI Hivatal (Office) with the proviso that the right to substitution in all matters or a certain set of matters within the sphere of powers and responsibilities of such Vice President may be delegated by the President of the NKFI Hivatal (Office) to any other Vice President.

(2) Unless otherwise provided by law or the Regulations, if the Vice President for Science and International Affairs 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 the Vice President for Business Innovation with the proviso that the President may claim the right to substitution in the matters or a certain set of matters within the sphere of powers and responsibilities of such Vice President, or may delegate such right to the Vice President for Financial Affairs.

(3) Unless otherwise provided by law or the Regulations, if the Vice President for Business Innovation 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 the Vice President for Science and International Affairs 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, or may delegate such right to the Vice President for Financial Affairs.

## **6. The Vice President for Financial Affairs**

**Section 20** The Vice President for Financial Affairs

a) directly manages the activities of

aa) the Department of Finance;

ab) the Department for Legal Affairs, Procurement and Human Resources; and

ac) the HET Implementation Department;

b) ensures the proper performance of the economic and legal functions of the organisation;

c) ensures the performance of tasks related to the exercise of ownership rights



d) is the operational manager of the implementation of official tasks related to the calls for proposals and supports financed from the funds specified in the implementation agreement concluded with the national authority on the basis of the Government Decree 373/2022 (IX. 30.) on the basic rules and responsible institutions for the implementation of Hungary's Recovery and Resilience Plan, in particular

da) assists with funding-related tasks;

db) contributes to the preparation of proposals for the publication, modification or suspension of calls;

dc) ensures 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;

e) participates in the tasks of the NKFI Hivatal (Office) related to the creation and implementation of the RDI Strategy;

f) is responsible for the institutional accounting system;

g) contributes to the professional and administrative tasks of the NKFI Hivatal (Office) related to the use of EU funds in its field of competence, as defined in the RDI Act and the Government Decree, and the use of domestic funds managed on the basis of management or implementation agreements.

## **7. Vice President for Science and International Affairs**

**Section 21** The Vice President for Science and International Affairs

a) carries out their activities concerning the Research Sub-fund of the NKFI Alap (Fund) under the professional guidance of the Scientific Co-President

b) directly manages the activities of

ba) Department for Strategy and Monitoring;

bb) the Department for Priority Programmes;

bc) the Department for Researcher Excellence;

bd) the Department for International Cooperation; and

be) the IT Department;

c) is responsible for the operational management of the implementation of tasks related to calls for proposals and funding financed from the Research Sub-fund and Missions Sub-fund of the NKFI Alap (Fund), and acts as the policy coordinator of international calls for proposals financed from the Innovation Sub-fund of the NKFI Alap (Fund). In this capacity, in particular:

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

cb) assists with funding-related tasks;

cc) contributes to the preparation of proposals for the publication, modification or suspension of calls;

cd) ensures 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;

ce) is professionally responsible for the development and operation of an electronic tender management system in his/her field;

d) is responsible for carrying out the secretariat tasks of the NTT and the KKT;

e) participates in the tasks of the NKFI Hivatal (Office) related to the creation and implementation of the RDI Strategy;

f) cooperates with NIÜ Zrt. within its area of expertise;

g) contributes to the professional and administrative tasks of the NKFI Hivatal (Office) related to the use of EU funds in its field of competence, as defined in the RDI Act and the Government Decree, and the use of domestic funds managed on the basis of management or implementation agreements.

h) performs professional management tasks related to the development of web platforms supporting the university–corporate innovation ecosystem

## **8. Vice President for Business Innovation**

**Section 22** The Vice President for Business Innovation

- a) directly manages the activities of
  - aa) Department for Funding Planning and Decision Shaping
  - ab) the Department for Clearing Operations;
  - ac) the Department for Funding Scheme Regulation and Audit, and
  - ad) the Planning and Implementation Support Department;
- b) is the operational manager for the implementation of the tasks relating to calls for proposals and supports financed under the Innovation Division of the NKFI Alap (Fund), in particular
  - ba) directs the financial and technical monitoring and audit of projects related to his/her field;
  - bb) participates in the preparation of the annual programme strategy of the NKFI Alap (Fund) regarding his or her field of specialisation;
  - bc) ensures the operation of the evaluation and proposing bodies involved in the assessment of project proposals under the Innovation Sub-fund of the NKFI Alap (Fund)
  - bd) assists with the tasks related to funding in his/her field;
  - be) contributes to the preparation of proposals for the publication, modification or suspension of calls in his/her field;
  - bf) coordinates the financial audit of projects in his/her field;
  - bg) ensures 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) supervises and coordinates the tasks relating to the research, development and innovation resources of operational programmes co-financed by the European Union;
- d) manages the tasks related to the qualification of R&D activities;
- e) in performing his or her regulatory, auditing and clearing tasks related to research, development and innovation funds and projects
  - ea) manages the tasks associated with the on-site inspection of research, development and innovation projects;
  - eb) oversees the compliance of research, development and innovation calls and projects, and the related legal tasks;
  - ec) supervises and coordinates the fulfilment of the tasks stipulated in Section 5 (1) e)-f) of the Government Decree;
- f) participates in the tasks of the NKFI Hivatal (Office) related to the creation and implementation of the RDI Strategy;
- g) cooperates with NIŰ Zrt. within its area of expertise;
- h) contributes to the professional, legal and administrative tasks of the NKFI Hivatal (Office) related to the use of EU funds in its field of competence, as defined in the RDI Act and the Government Decree, and the use of domestic funds managed on the basis of management or implementation agreements;

## **9. The chief financial officer**

**Section 23** (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 NKFI Hivatal (Office) budgetary organisation as central budgetary chapter, and for the implementation of the budget.

(4) In view of the designation as managing body, and to the extent permitted to managing bodies, the chief financial officer participates in the financial planning and implementation of the chapter-managed appropriations managed by the NKFI Hivatal (Office) and the NKFI Alap (Fund) extra-budgetary fund as central budgetary chapters.

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

(6) 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.

## **10. Heads of department**

**Section 24** (1) 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, the Scientific Co-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) proposing prizes, professional awards, job grade changes, motivational awards and 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) ensuring the recording and implementation of the work plan tasks prescribed for the managed department, and the preparation of the report on their fulfilment;
- m) ensuring in its field of competence the coordination of 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, the managing body and other parties representing the above bodies), and informs the head of the Cabinet Office of the President on the implementation of the action plans drawn up based on the results of such external audits;
- n) 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 head of unit – the government official appointed by the head of department.

(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.

## **11. Heads of unit**

**Section 25** (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, Scientific Co-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 unit is substituted for by the head of department.

## **12. Administrators and employees of the NKFI Hivatal (Office)**

**Section 26** The rights and obligations of the administrators and the employees of the NKFI Hivatal (Office) associated with their job are specified in the laws on government officials and the Labour Code.

**Section 27** The administrators and employees of the NKFI Hivatal (Office):

a) perform their duties under the direction of their direct superiors, including the head of the working group. 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 substitute for their colleagues based on appointment by their direct superior;

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

h) 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

#### 13. Representation

**Section 28** 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 29** 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 and, in respect of the Research Sub-fund of the NKFI Alap (Fund), the Scientific Co-President; at the deputy secretary of state level, the Vice President (in consultation with the President and/or the Scientific Co-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 30** 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), except for issues related to the Research Sub-fund of the NKFI Alap (Fund), where the authorised person is the Scientific Co-President. Other managers or subordinate employees of the NKFI Hivatal (Office) may only do so with the prior permission of the President or the Scientific Co-President. 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 operated by the Communication Unit. Content is uploaded to the intranet in accordance with the Communication Regulations.

## **14. Issuing official documents**

**Section 31** (1) The President of the NKFI Hivatal (Office) shall have general powers to issue documents.

(2) The President of the NKFI Hivatal (Office) may issue documents addressed to

- a) a member of the Government;
- b) the President of the State Audit Office;
- c) the President of the Government Control Office;
- d) the President of the Hungarian Intellectual Property Office;
- e) the President of the Hungarian Central Statistical Office,
- f) the President of the Hungarian State Treasury;
- g) the President of the National Judicial Office;
- h) the Chairman of the National Science Policy Council;
- i) the President of the Hungarian Research Network,
- j) the President of the Hungarian Academy of Sciences; and
- k) the heads of government administration organisations and other bodies.

(3) The Scientific Co-President of the NKFI Hivatal (Office) is authorised to sign documents related to matters falling within their tasks and competences.

(4) The Scientific Co-President of the NKFI Hivatal (Office) signs documents related to the Research Sub-fund of the NKFI Alap (Fund) addressed to

- a) a member of the Government;
- b) the President of the State Audit Office;
- c) the President of the Government Control Office;
- d) the President of the Hungarian Intellectual Property Office;
- e) the President of the Hungarian Central Statistical Office;
- f) the President of the Hungarian State Treasury;
- g) the President of the National Judicial Office;
- h) the Chairman of the National Science Policy Council;
- i) the President of the Hungarian Research Network;
- j) the President of the Hungarian Academy of Sciences; and
- k) the heads of government administration organisations and other bodies.

(5) 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 government administration bodies and other bodies, 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.

(6) Regarding cases falling within their sphere of powers and responsibilities, the heads of department and unit 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, the Scientific Co-President or Vice Presidents of the NKFI Hivatal (Office), or for which the originally authorised professional top manager (President or Vice President) or the procedural rules of the organisational unit authorised them.

(7) Copies of official documents issued and in-house documents approved by signature may be certified by the issuing/approving manager, and copies of documents issued by the President,

the Scientific Co-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 internal documents approved by signature. 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 32** 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 33** The person issuing official and countersigned internal 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.

**Section 34** (1) In addition to the signature of the issuer, the hard copies of issued documents shall bear his/her stamp used at the NKFI Hivatal (Office). When issuing an electronic document, the issuer shall affix to the electronic document the electronic signature or the electronic stamp provided by the NKFI Hivatal (Office). In exceptional cases, where the issuer does not have an electronic signature or electronic stamp provided by the NKFI Hivatal (Office), the personal electronic signature provided by the government authentication service provider may be used for the electronic document.

(2) The President of the NKFI Hivatal (Office) shall lay down in internal rules of the use and registration of stamps and electronic signatures of the NKFI Hivatal (Office).

## **15. The internal management of the NKFI Hivatal (Office)**

**Section 35** (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 signed internal regulatory documents, with the exception of the internal regulatory document under Subsection (1)d) must be published on the intranet in line with the Communication Regulations. 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.

## **16. General rules on administration**

**Section 36** (1) The NKFI Hivatal (Office) shall primarily administer its affairs electronically, or, if so instructed by the immediate professional manager or a senior professional manager, or if the nature of the case or a legal provision so requires, on paper. Cases shall be dealt with in accordance with the laws and internal instructions in force. In the performance of their duties, the departments and employees of the NKFI Hivatal (Office) shall cooperate closely and in an organised manner, communicate directly and assist each other by supplying the necessary information, data and 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, the Regulations or internal regulatory documents. 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.

(3) Where a working group has been established to perform a clearly separable group of tasks related to the operation and functions of the NKFI Hivatal (Office), such working group shall have the primary right to deal with the related matter in accordance with the provisions set out in subsection (2) and in compliance with the tasks and competences of the organisational units of the NKFI Hivatal (Office).

**Section 37** The Vice Presidents and heads of department and unit of the NKFI Hivatal (Office), with the involvement of the employee in charge of the controlled organisational unit, if necessary, 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 38** (1) Managers – with the exception of the President and the Scientific Co-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, the Scientific Co-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 (and, in matters related to their responsibilities, both the President and the Scientific Co-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.

(3) The head of the working group shall be entitled to give specific instructions to the members of the working group in order to carry out the tasks assigned to the working group.

**Section 39** (1) In accordance with Sections 36-38, 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 or the electronic document management system, and the case files must be forwarded to the superior without delay.

(2) The President, the Scientific Co-President, Vice Presidents, heads of department, heads of unit and heads of working group of the NKFI Hivatal (Office) assign tasks to specific persons (administrative officials) in accordance with the document management regulations of the NKFI Hivatal (Office), 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, including the heads of working groups, when assigning the task. In general, a 15-day deadline is to be applied by default unless the manager specifies otherwise. Managers, including the heads of working groups, 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 an 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 or the electronic document management system.

(5) The head of the organisational unit in question, including the heads of working groups, 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 and working groups 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 or the data recorded in the electronic document management system – or the proposal administration and evaluation systems in cases related to calls and funds managed by the NKFI Hivatal (Office) – 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.

## 17. Preparing and executing work plans

**Section 40** (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. The work plan approved by the President of the NKFI Hivatal (Office) shall be submitted to the managing body by 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 any obstacles to task execution before the deadline, in time to resolve the obstacle.

(3) Heads of department report on the progress of work plan implementation, including completed tasks, 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).

## 18. Meetings

**Section 41** (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 government officials and employees of the NKFI Hivatal (Office), as well as 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, Scientific Co-President, the Vice Presidents and persons invited by the President.

(3) Meetings of heads of department 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 meetings of heads of department include the President, the Scientific Co-President, the Vice Presidents, heads of department and persons invited by the President.

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

**Section 42** For meetings held pursuant to Subsections (1)-(3), agendas, proposals and meeting memos are prepared by the Cabinet Office of the President. The administrative tasks related to work meetings held pursuant to Subsection (4) are handled by the manager with the power to convene the meeting.

**Section 43** The President operates the bodies specified in the RDI Act to establish the strategic objectives and principles related to calls for proposals announced under the Innovation Sub-fund and the Missions Sub-fund, as well as to fulfil the tasks defined in the RDI Act.

**Section 44** With a view to setting strategic goals and principles related to calls for proposals financed from the Research Sub-fund and handling the tasks set by the RDI Act, the Scientific Co-President operates the boards specified by the RDI Act.

## **19. Rules on Financial Management**

**Section 45** (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.

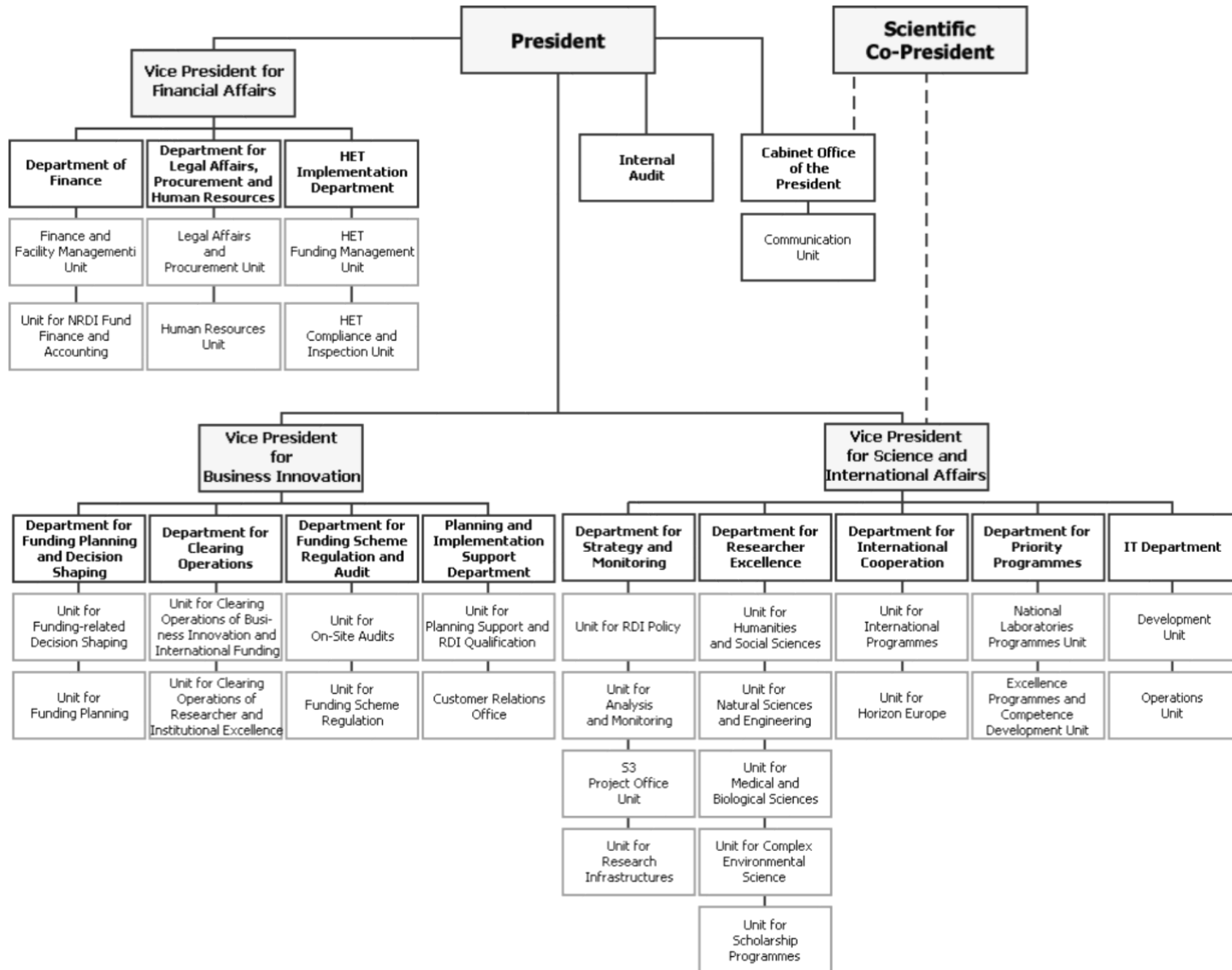
(2) The NKFI Hivatal (Office) manages the NKFI Alap (Fund), and the budget of the NKFI Hivatal (Office) must be drawn up and handled separately from that of the NKFI Alap (Fund).

(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 46** 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 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 and the Scientific Co-President of the NKFI Hivatal (Office) by handling tasks relating to the preparation of decisions, coordination, management, administration and communication. 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) initiates the preparation of surveys, data collections and analyses supporting the President's decision-making or examining the impacts of decisions;
  - ad) 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 the managing body, other bodies of public administration and professional or non-governmental organisations;
  - bc) monitors the status of documents handed over to managing body and other public administration bodies for decision-making or comment;
  - bd) draws up the rules relating to the image of the NKFI Hivatal (Office) and submits them to the President for approval;
  - be) keeps records of the tasks set by legal regulations or assigned by the President, and monitors their timely execution;
  - bf) maintains a register on the implementation of action plans prepared on the basis of external audits, based on data provided by the relevant professional field;
  - bg) monitors the collaborations of the NKFI Hivatal (Office) and the organisational memberships of NKFI Hivatal staff;
  - 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;
  - bi) prepares the annual organisational development plan of the NKFI Hivatal (Office), and coordinates its implementation;
  - bj) coordinates the presidential tasks related to the Hungarian OECD National Council;
- c) as part of its administrative activities:
  - ca) ensures the processing and forwarding of documents sent to the President and the Scientific Co-President and the handling and forwarding of the documents forwarded by organisational units to the President and the Scientific Co-President for issuing, approval or information, and carries out related day-to-day secretarial activities;
  - cb) organises, prepares and executes the official programmes of the President and the Scientific Co-President;

- cc) prepares and organises the meetings of all staff, managers and heads of department, 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) prepares the annual communication plan of the NKFI Hivatal (Office), coordinates the institutional communication of the NKFI Hivatal (Office);
  - db) prepares the communication regulations of the NKFI Hivatal (Office), ensures that they are implemented and up-to-date;
  - dc) participates in the preparation and organisation of the domestic and international public appearances of the President, the Scientific Co-President and the Vice Presidents;
  - dd) works out preparatory documents for the statements and declarations to be made by the President, the Scientific Co-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, the Scientific Co-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, as well as the social media of the NKFI Hivatal (Office), makes proposals regarding the modification of content elements, ensures that the intranet is up to date;
  - dk) coordinates the work on publications made on the initiative of the NKFI Hivatal (Office) and the tasks related to their appearance
  - dl) cooperates with NIŰ Zrt.;

## *1.2. 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 head of the managing body) 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, and submits for presidential approval, 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);

## *2 ORGANISATIONAL UNITS UNDER THE DIRECT CONTROL OF THE VICE PRESIDENT FOR FINANCIAL AFFAIRS*

### *2.1. 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, the relevant chapter-managed appropriations and the NKFI Alap (Fund) as an extra-budgetary fund, and for the implementation of chapter budget, in view of the entitlements of the managing body and to the extent set out in laws in force. It

a) organises and directs financial management related to the institutional appropriations of the NKFI Hivatal (Office), fulfils the financial and accounting tasks associated with the relevant chapter-managed appropriations and the management of the NKFI Alap (Fund), and ensures compliance with the financial and accounting rules of procedure, and in particular it

1) 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 – considering the rights of the managing body – the NKFI Alap (Fund);

2) after adoption of the Central Budget Act, prepares, in the order determined by the managing body, the elementary budget of the NKFI Hivatal (Office) and the NKFI Alap (Fund) and submits it for approval to the head of the body managing the chapter or to the person designated by him; and also participates in the preparation of the elementary budget of the relevant chapter-managed appropriations;

3) drafts and updates the financial management related regulations of the NKFI Hivatal (Office), the relevant chapter-managed appropriations and the NKFI Alap (Fund);

4) drafts the institutional reports of the NKFI Hivatal (Office) as budgetary organisation, and the annual budgetary reports of the relevant chapter-managed appropriations and the NKFI Alap (Fund); ensures that they are approved by the managing body; prepares the final balance of chapters; and ensures compliance with the relevant data disclosure requirements;

5) fulfils, in view of the entitlements of the managing body, the chapter-related financing and cash management tasks;

6) 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, and sends them for approval to the managing body;

7) carries out tasks related to the execution of payment account transactions, including operating the account management system, supervising, and reconciling the use of treasury cards;

8) 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;

9) based on funding decisions, keeps the analytical record in a breakdown by legal basis, reporting year and year after the reporting year, as defined in the Central Budget Act;

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

11) assists in the management of claims, as specifically provided by the President of the NKFI Hivatal (Office);

12) performs, on the basis of a management agreement, the management (with the exception of tasks related to budget planning, modification and re-allocation of appropriations), control, reporting (with the exception of tasks related to the approval of the annual budget statement) and data reporting tasks related to the chapter-managed appropriation;

13) undertakes commitments against chapter-managed appropriations on the basis of a management agreement, ensures the financial fulfilment of such commitments, the payment of advances on the basis of the funding agreements, keeps analytical records of the commitments, receivables and their settlement for the period following the year of payment of the funding, and provides data to the Ministry and the department;

14) undertake commitments under the grant agreements as laid down in the operating agreement, ensure the payment of advances to beneficiaries, keep separate accounts of commitments, claims and their settlement for the period following the year in which the grant was paid, and provide the Ministry and the competent department with information;

15) keeps separate records of the implementation costs, manages and records the invoices, payment confirmations and other supporting documents on the costs in a verifiable manner, and prepare technical and financial reports on the implementation of the agreement and the use of the operating costs;

16) performs financial controlling tasks, prepares financial forecasts and provides financial information to support decision-making;

b) carries out the tasks related to the utilisation of and protection of institutional assets, and in particular it

ba) coordinates and supervises the management, use and utilisation of movable and immovable property belonging to the NKFI Hivatal (Office) or leased or used by the Office under contract;

bb) performs tasks related to the management, use, utilisation, registration and related data reporting of the shares (membership rights and obligations) of companies over which the NKFI Hivatal (Office) exercises ownership rights;

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 and fees of government officials and those subject to the Labour Code and persons working under an agency contract, keeps record of absences, 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, social and other cash benefits, contractor fees, per diem allowances, reimbursement of travel expenses, fringe benefits, other allowances);

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 Public Service Regulations;

cd) fulfils the NKFI Hivatal's (Office) assessment, filing and payment obligations, as well as data disclosure obligations related to the income of its employees;

d) ensures separate financial and accounting records of the use of the management fee related to the management tasks of the NKFI Alap (Fund), the performance of general ledger accounting tasks and data reporting related to the income and expenditure of the management fee, and the transfer of the management fee, in the amount specified in RDI Act Section 14(2), to the NIÜ Zrt., which is involved in the management of the NKFI Alap (Fund) pursuant to Section 5/A of the Government Decree;

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) coordinates office functions related to the offices of the NKFI Hivatal (Office) and to motor vehicles services; and communicates with the Directorate-General of Procurement and Supply;

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

## *2.2. 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, objection management, 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:

1) 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);

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

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

4) develops the general terms and conditions (hereinafter: GTC) defining the essential elements of the legal relationship of the chairs, members and experts of the bodies defined in the RDI Act, as well as the contract templates ensuring task performance, and ensures the publication and regular updating of the GTC and related documents on the website; it also develops other contract templates and model declarations not falling within the competence of any other organisational unit;

5) in due observation of the provisions of point 4), 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;

6) 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 organisational 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 of the NKFI Alap (Fund);

7) unless the President of the NKFI Hivatal (Office) engages an external legal expert, 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;

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

9) 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;

10) participates in handling disciplinary actions regarding NKFI Hivatal (Office) employees, legal disputes between the NKFI Hivatal (Office) and its employees, and indemnity cases between the NKFI Hivatal (Office) and its employees;

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

12) assists the DPO in ensuring the compliance of the NKFI Hivatal (Office)'s activities with the laws and regulations on the protection and processing of personal data, by contributing to the preparation and updating of policies, notices, statements and standard documents on the protection and processing of personal data, as requested by the DPO, in order to ensure compliance with the applicable legislation,

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

14) manages the preparation of the annual work plan of the NKFI Hivatal (Office) and the report on the implementation of the work plan;

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

16) ensures the handling of complaints and whistleblowing in accordance with the law and the operation of the internal whistleblowing system;

17) performs the functions of the institutional contact point for the regulated electronic administration services (hereinafter: "SZEÜSZ") and the central electronic administration services (hereinafter: "KEÜSZ");

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 any objections raised in connection with project proposals submitted to calls under other appropriations managed with the contribution of the NKFI Alap (Fund) and the NKFI Hivatal (Office) and in connection with funding agreements financed from calls under other appropriations managed with the contribution of the NKFI Alap (Fund) and the NKFI Hivatal (Office), if such objections fall within the remit of the NKFI Hivatal (Office), and may

request data, information and documents from the competent departments of the NKFI Hivatal (Office);

cb) draws up draft decisions for the President of the NKFI Hivatal (Office) and, in the case of calls for proposals announced under the Research Sub-fund, for the Scientific Co-President on the subject matter of the adjudication of complaints or arranges for the forwarding of the complaints to the person entitled to take a decision;

d) as part of its human resource policy activities:

1) 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;

2) 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;

3) 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;

4) 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;

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

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

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

8) 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;

9) 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;

10) assesses, records and monitors training and development needs, and compiles the annual training and further training plan for the staff of the NKFI Hivatal (Office);

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

12) 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;

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

14) 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;

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

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

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

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

19) if the President of the NKFI Hivatal (Office) so decides, draws up the NKFI Hivatal (Office)'s annual leave plan on the basis of the data provided by the departments;

20) 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;

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) ensures the execution of administrative tasks related to the annual communication, organizational development, and training plan of the NKFI Hivatal (Office);

ec) 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);

ed) in the case of a multi-actor procurement procedure, manages the NKFI Hivatal (Office)'s procurements below the procurement threshold;

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

ef) ensures the legal compliance of other procurements.

### *2.3. HET Implementation Department*

The HET Implementation Department carries out the tasks specified in the implementation contract concluded with the national authority on the basis of Government Decree 373/2022 (IX. 30.) on the basic rules and responsible institutions for the implementation of the Hungary Recovery and Resilience Plan (HET), in particular

a) assists in the tasks related to the preparation and publication of calls for proposals;

b) ensures that the tasks related to the reception and evaluation of project proposals and to the notices of deficiency are carried out;

c) ensures the performance of operational tasks related to the preparation of decisions;

d) performs operational tasks related to funding documents and funding agreements;

e) performs the financial tasks related to the funding relationships, the tasks related to the management of claims related to the projects and the tasks related to the submitted project reports;

f) ensures the performance of procurement monitoring tasks related to projects falling within the remit of the implementer;

g) carries out on-the-spot audits related to the implementation and accounting of projects;

h) assists in answering incoming customer service and communication questions and in implementing the annual communication plan;

i) ensures that each task is documented in the monitoring and information system and performs the various data reporting tasks;

j) ensures support for external audits and inspections relating to the implementation of the HET;

k) liaises with the bodies involved in the implementation of the HET, in particular the national authority and the policy officer.

## *3. ORGANISATIONAL UNITS UNDER THE DIRECTION OF THE VICE PRESIDENT FOR SCIENCE AND INTERNATIONAL AFFAIRS*

### *3.1. Department for Strategy and Monitoring*

The Department for Strategy and Monitoring is the organisational unit providing the analytical, database, methodological and evaluation support for the development and implementation of RDI policy and RDI analysis services for RDI actors, and

a) as part of its strategic activities:

aa) has professional responsibility for the tasks related to the development and implementation of the RDI policy, with special regard to National Smart Specialisation Strategy (hereinafter: S3) and the RDI strategy and takes part in implementing the government measures required for their assertion;

ab) carries out the professional coordination of the preparation of the Programme Strategy of the NKFI Alap (Fund) and, with regard to the RDI strategy, is also responsible for aligning the policy expectations and action plans defined by the relevant ministries during the development of the Programme Strategy;

ac) contributes to the strategic planning and monitoring of the RDI resources of the operational programmes co-financed by the European Union within the NKFI Hivatal (Office), in particular to ensure alignment with the programme strategies set out in the operational programmes;

ad) performs the tasks associated with the monitoring and evaluation of the implementation of the RDI policy, participates in developing the strategy and the methods of evaluating and measuring the performance of governmental RDI programmes;

ae) conducts the professional assessment of the implementation of the RDI funding scheme, participates in the working out of the direct and indirect funding scheme of RDI;

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

ag) 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;

ah) monitors EU and international policy initiatives and programmes affecting RDI, and – in cooperation with the Department for International Cooperation – proposes professional participation in them, and participates in the development and representation of the position to be taken;

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

aj) contributes to tasks related to scientometrics that support the measurement of scientific performance in the RDI field, supports the development of the open science ecosystem, promotes open science programmes and initiatives, and provides professional support for the development of electronic information databases and libraries; carries out scientometric analyses and coordinates the quantitative and qualitative evaluation of the scientific work of researchers and research-performing institutions, as well as the related data provision;

ak) participates in the professional work of the Hungarian Scientific Bibliography (MTMT), a national descriptive database operated by the Library and Information Centre of the Hungarian Academy of Sciences;

b) in its analytical and monitoring tasks:

ba) based on a cooperation agreement, supplies data to the Hungarian Central Statistical Office (KSH) about RDI data related to the utilisation of NKFI Alap (FUND) funds.

bb) based on an authorisation by the President, represents the NKFI Hivatal (Office) in KSH working groups and cooperates with KSH in methodological issues;

bc) provides RDI-related analytical and methodological consultancy to governmental organisations; provides domestic and international RDI data for public administration and other RDI actors;

bd) 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);

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

bf) makes reports, analyses and recommendations based on the available RDI data and publishes them;

bg) develops a programme evaluation quality management system in cooperation with the relevant departments for the implementation of the Programme Strategy, ensures the development of related regulations and operates the quality management system;

bh) coordinates the operation of the National Research and Innovation Funding Database as defined in Section 23 of the RDI Act, collects and monitors the progress and quantitative/qualitative results of domestic RDI funding programmes (NKFI Hivatal (Office), NIŰ), EU co-financed sources (DIMOP, DIMOP Plus, GINOP, GINOP Plus), as well as RDI projects implemented under the Horizon Europe programmes with Hungarian affiliation, in a unified database;

bi) provides analyses of the medium- and long-term impacts of RDI funding programmes falling within the policy competence of the minister responsible for science policy coordination;

c) in its role of supporting the implementation of the S3

ca) operates an operational unit to coordinate the promotion, continuous monitoring and support for the review of the implementation of smart specialisation in Hungary;

cb) ensures the operation of the monitoring and evaluation system related to the implementation of S3;

cc) periodically reviews the national smart specialisation priorities in the S3 document and ensures the maintenance of the Entrepreneurial Discovery Process (EDP);

cd) liaises with domestic parties involved in the implementation of S3, and the European Union institutions responsible for smart specialisation, as well as national and regional authorities responsible for smart specialisation;

ce) coordinates and ensures the continuity of the meetings of the PO1 Working Group, which supports the achievement of Cohesion Policy Objective 1, with cross-sectoral actors;

cf) prepares reports and interim evaluations related to the implementation of S3;

cg) carries out the dissemination of the implementation of the S3, makes proposals for the revision of the S3 strategy and coordinates the revision process;

ch) monitors EU and international policy initiatives, programmes and calls for proposals concerning smart specialisation and the cohesion and location-based development policy approach related to smart specialisation, proposes professional participation in them, participates in the development and representation of the position to be taken, in the preparation and implementation of calls for proposals;

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

da) keeps records of the internationally significant domestic research infrastructures and their main particulars;

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

dc) contributes to the development of national and EU co-funded support programmes for the development of domestic research infrastructures and the more efficient use of international research infrastructures;

dd) coordinates the regular assessment and monitoring of domestic research infrastructures, the updating, maintenance and operation of the research register, and develops the methodology required for monitoring;

de) coordinates analytical, evaluation and monitoring tasks related to research infrastructures, including the domestic use of international research infrastructures;

df) coordinates that the researchers and the research institutions have efficient access to the EU and international research infrastructures, 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 Hungarian participation in large EU and international research infrastructures;

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

dj) builds and updates the National Research Infrastructure Roadmap.

dk) represents national R&D policies in the European Union's RDI Programme Committee and carries out National Contact Point (hereinafter: NCP) tasks in the area of research infrastructures, in cooperation with the Department for International Cooperation;

dl) coordinates continued representation in international research infrastructures and payment of fees and financial claims related to membership; and keeps record of the fulfilment of such obligations;

dm) fulfils the secretariat duties of the National Research Infrastructure Committee (NKIB), the Hungarian CERN Committee (MCB) and the Hungarian ESS Committee (MEB), and coordinates their work.

dn) provides a qualification system for internationally significant research infrastructures operating in Hungary, which may be used for a specified period of qualification in the case of the relevant calls for proposals;

e) cooperates with NIÚ Zrt. within its area of expertise.

### *3.2. Department for Priority Programmes*

The Department for Priority Programmes is the organisational unit responsible for the professional and administrative tasks related to research and development programmes of strategic importance, aimed at achieving significant societal or economic impact, financed from the Missions Sub-fund of the NKFI Alap (Fund). It is also responsible for the professional and administrative tasks related to certain innovation and institutional excellence support schemes, and

a) in its general responsibilities related to the Missions Sub-fund:

aa) participates in the implementation of decisions related to the Missions Sub-fund.

ab) participates 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) in cooperation with the strategic area, participates in strategic planning, the compilation of tender portfolios and the evaluation of programmes;

ad) participates in the design and management of the website of the NKFI Hivatal (Office) pertaining to the Missions Sub-fund and the disclosure of public data;

b) with regard to calls for proposals financed from the Missions Sub-fund and the priority programmes specified in points c)–e):

ba) participates in the preparation, modification and publication of the call documentation for the priority programmes, including requesting the opinions of the relevant departments and the

funding organisation, and submitting the calls to the State Aid Monitoring Office (TVI) for a position statement;

bb) contributes to the operational tasks related to the preparation of decisions in the context of the priority programmes;

bc) keeps contact with software development company operating the tender management system, reports any claims for data correction, troubleshooting, parametrizing and development arising during the preparation of decisions, contracting or the award of funding deeds, and checks their implementation;

bd) is responsible for the administrative and operational tasks related to the preparation, conclusion and, if necessary, modification of funding declarations and funding agreements concerning the priority programmes, involving the relevant organisational units as needed

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

bf) liaises with the institutions implementing the priority programmes, the relevant ministries, managing authorities, budgetary and professional organisations;

bg) provides data on the priority programmes;

bh) provides professional support for the implementation of the results communication tasks of the flagship programmes;

bi) cooperates with NIÜ Zrt. in its area of expertise;

c) in relation to the National Laboratories Programme, in addition to the tasks specified under point b)

ca) operates the National Laboratories Programme Coordination System, coordinates and monitors the functioning of the bodies operating under the Coordination System;

cb) ensures a coherent framework for the National Laboratories Programme;

cc) ensures the processing of the National Laboratories' progress reports and related tasks;

cd) ensures the issuing of the National Laboratories Certification Mark and performs the related tasks;

d) in relation to programmes supporting the RDI ecosystem and Competence Centres, in addition to the tasks specified under point b)

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

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

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

dd) assists higher education institutions in performing their third-mission activities.

de) participates in the design and development of innovative programmes (including the development of incubation programmes) and helps coordinate their implementation;

df) participates in the design and development of programmes for the promotion of knowledge flows, performs the professional tasks of designing programmes supporting the Competence Centres, coordinates the professional supervision and programme-level monitoring of the Centres of Higher Education and Industry Cooperation and the Competence Centres;

e) in relation to programmes promoting institutional excellence, in addition to the tasks specified under point b), it establishes and operates a monitoring system for the indicators of these programmes.

### *3.3. Department for Researcher Excellence*



The Department for Researcher Excellence is the organisational unit responsible for professional and administrative tasks related to the Research Sub-fund;

a) in its general responsibilities related to the Research Sub-fund:

aa) contributes to the implementation of the decisions of the Scientific Co-President of the NKFI Hivatal (Office) regarding the Research Sub-fund;

ab) participates 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) in cooperation with the strategic area, participates in strategic planning, the compilation of tender portfolios and the evaluation of programmes;

ad) may liaise with national and international funds and organisations funding research and development

ae) is professionally responsible for the development and operation of the proposal administration and evaluation systems handling the calls for proposals under the Research Sub-fund of the NKFI Alap (Fund) managed by the NKFI Hivatal (Office).

af) participates in the design and management of the website of the NKFI Hivatal (Office) pertaining to the Research Sub-fund and the disclosure of public data;

ag) participates in ensuring that research results are public;

af) in cooperation with the staff of the Cabinet Office responsible for communications, they make professional proposals regarding the content displayed on the website about the programmes, the communication of results and the promotion of the programmes;

b) as part of its professional and administrative activities related to the preparation and administration of Research Sub-fund 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:

1) develops the professional content and documents of the calls for proposals, within which it requests the opinion of the relevant departments and the funding organisation, sends the calls for proposals to the State Aid Monitoring Office (TVI) for a position statement, then submits them to the Vice President for Science and International Affairs for forwarding to the scientific Co-President of the NKFI Hivatal (Office); following approval, it ensures the publication of the calls for proposals;

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

3) it prepares and updates the application forms and professional monitoring templates, contributes to the preparation of legal and financial monitoring document templates and forms related to the calls for proposals and the funding relationships, prepares the specification and user guide for the form filler software related to the calls, tests the project management system and, if necessary, initiates corrections or modifications with the developer;

4) tends to the administrative tasks related to the evaluation of tenders, organises and coordinates the administrative tasks related to the activity of the boards and individual experts;

5) 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;

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

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

8) 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 pertaining to the Research Sub-

fund; issues the professional performance certificates related to funding agreements and to deeds of funding;

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

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

11) 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;

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

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

14) is responsible from a professional monitoring perspective for the proper and contractually compliant use of funds disbursed from the NKFI Alap (Fund) under the Research Sub-fund;

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

16) carries out tasks related to the professional and financial closure of projects supported from the NKFI Alap (Fund) under the Research Sub-fund;

17) in regard to funds from the Research Sub-fund, supplies data on commitments, advances and receivables; and supplies further data to the Department of Finance on a regular or case-by-case basis;

18) maintains contact with the beneficiaries and the principal investigators involved in the implementation of the project proposals.

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

20) 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);

c) performs tasks related to the coordination of programmes supporting student, doctoral and teaching excellence and talent management (hereinafter: scholarship programmes), within this scope

ca) prepares the documentation for scholarship calls for proposals;

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

cc) liaises with representatives of higher education institutions participating in the scholarship programmes and coordinates their related work;

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

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

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

cg) records and monitors the communication and events of higher education institutions related to the programmes;

ch) contributes to organising and supporting the work of the bodies involved in the implementation of the scholarship programmes;

d) cooperates with NIŰ Zrt. within its area of expertise.

### *3.4. Department for International Cooperation*

The Department for International Cooperation 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):

1) performs the government activities related to the EU framework programmes;

2) 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;

3) tends to and/or (in the event that activities are outsourced) coordinates the tasks of NCPs; maps, plans and monitors the national functioning of the network of national contact points and works out proposals for its further development;

4) 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;

5) in co-operation with the Ministry of Foreign Affairs and Trade and the Ministry of Culture and Innovation, coordinates the work of science and technology (hereinafter: S&T) diplomats from Brussels in connection with activities in Member States and the activities related to the framework programme;

6) designs, coordinates and monitors the NKFI Hivatal (Office)'s participation in European Research Area Actions and in NCP, ERA-NET and other projects financed from EU framework programmes;

7) in cooperation with the Department for Strategy and Monitoring, 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;

8) 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;

9) participates in setting up tenders supporting the synergies between the EU framework programme and regional resources;

10) also participates in the development of EU public funding grants to promote integration into the European Research Area;

11) professionally coordinates the participation of the NKFI Hivatal (Office) in partnership initiatives related to EU framework programmes, 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;

12) 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);

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

14) participates in tasks arising from Member State operations in the field of research, development and innovation, and in formulating the national position regarding EU legislation and policy background materials related to research, development and innovation;

15) in cooperation with the S&T diplomat representing Hungary in Brussels, contributes to the formulation of 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;

16) monitors and encourages Hungary's participation in the activities supported by the European Institution of Innovation and Technology (hereinafter: 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 programmes and relations:

ba) performs the tasks set out in the contracts of European support programmes involving the Office, as defined in international agreements, and develops the strategy for domestic calls for proposals supporting Hungarian participation in these programmes;

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

bc) in cooperation with the Ministry for Culture and Innovation, prepares bilateral and multilateral intergovernmental S&T conventions and provides for the execution and, if necessary, renewal thereof;

bd) 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;

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

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

bg) in collaboration with the competent departments of the NKFI Hivatal (Office), performs the programme operator tasks of the programme area "Bilateral Research Cooperation" of the Swiss Financial Mechanisms;

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

ca) in cooperation with the Ministry of Foreign Affairs and Trade and the Ministry for Culture and Innovation, 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;

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

cc) coordinates the preparation and implementation of the NKFI Hivatal (Office) travel plan, carries out tasks related to international travel arrangements, and manages travel orders in the centralised public procurement system;

d) coordinates the project proposal process of the HU-RIZON international research excellence cooperation programme and performs tasks related to the professional monitoring of the programme's implementation;

e) cooperates with NIŰ Zrt. within its area of expertise.

### *3.3.5. IT Department*

The IT Department, in its field of competence related to IT:

a) is responsible for drafting IT regulations and coordinates and manages IT system and equipment development projects;

- b) ensures that IT developments at the NKFI Hivatal (Office) are coordinated at the organisational level and aligned with a planned strategy;
- c) provides for the development and operation of the IT infrastructure and IT services necessary for the operation of the NKFI Hivatal (Office), including liaising with service providers designated by law;
- d) ensures the operation, maintenance and continuous availability of the IT infrastructure and IT equipment (in particular, all user-side and server-side IT equipment, as well as active and passive network elements, and the IT management of mobile phones) for staff;
- e) is responsible for the maintenance and replacement of obsolete equipment, keeps records of the various elements and equipment of office IT, and provides operational support for the NKFI Hivatal (Office)'s website and intranet;
- f) provides IT support for the selection of software used in the office environment and contributes to its procurement;
- g) is responsible for the NKFI Hivatal (Office)'s official gateways, domains, certificates and the electronic signatures of its staff, and keeps records thereof;
- i) coordinates the development of professional IT systems used by other organisational units of the NKFI Hivatal (Office), and coordinates the management of usage rights.
- j) ensures the collection, processing, and IT evaluation of development needs and requirements, the execution of development, IT system supervision, the operation of IT systems and the IT helpdesk of the NKFI Hivatal (Office), as well as the organisation and provision of user training as required;
- k) provides support to the person responsible for the security of the electronic information system in carrying out IT security-related tasks, assists in the preparation of regulations on the security, use, and operation of IT systems, ensures compliance with legal requirements, and oversees the implementation of necessary IT security measures and processes as well as the operation of IT security systems;
- l) provides IT, infrastructure- and software-related support to the organisational units of the NKFI Hivatal (Office);
- m) perform the technical liaison tasks related to the SZEÜSZ and KEÜSZ services.

#### *4. ORGANISATIONAL UNITS UNDER THE DIRECTION OF THE VICE PRESIDENT FOR BUSINESS INNOVATION*

##### *4.1. 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 Innovation Sub-fund of 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) in the context of project planning tasks related to its own calls for proposals
- ab) makes proposals for the announcement of calls for tenders;
- ac) coordinates and, based on the project proposal concept, prepares the calls for proposals, within which requests the opinion of the relevant departments and the funding organisation;
- ad) if necessary for a given call, conducts a social consultation;
- ae) sends the calls for proposals to the TVI for its opinion;
- 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;

ai) notifies the affected organisation units about changes in calls for proposals;

b) in the context of project decision-preparation tasks related to its own calls for proposals

1) prepares the specification and user guide for the form filler software related to the calls;

2) tests the completed form filler software and coordinates necessary corrections and modifications with the developer;

3) performs tasks related to the NKFI Hivatal (Office)'s evaluation platform (<https://kfivemeny.nkfi.gov.hu/>) (editing the data sheets for requests for peer review, preparing the evaluation data sheets, coordinating the development of the evaluation platform);

4) performs formal and eligibility checks on incoming opinion requests and project proposals;

5) conducts risk analysis of project proposals and applicants as needed, as well as the preliminary assessment of professional opinions and project proposals, and informs the evaluation body of the results;

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

7) coordinates the professional evaluation process of the received opinion requests and project proposals, obtains the assessments of the individual experts and boards involved in the evaluations in line with the call requirements, and performs quality assurance of the evaluations;

8) manages the individual experts' agency contracts and completion certificates;

9) summarises the evaluations and sends them in advance to the members of the Expert Group, organises, conducts and documents the meetings of the Expert Groups;

10) prepares proposals related to professional opinions and funding decisions, records and maintains a register of decisions, and notifies applicants of the decisions;

11) tends to the administrative tasks related to the evaluation of tenders, organises and coordinates the administrative tasks related to the activity of the expert groups;

12) coordinates the participation of individual experts and expert groups in the evaluation and monitoring processes related to opinion requests and project proposals, and contributes to the assessment of the professional content and budget data of opinion requests and project proposals;

13) ensures the publication of the funding decisions;

14) carries out administrative and implementation tasks related to the conclusion of funding agreements and the issuance of funding declarations;

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

16) – 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, parametrizing and development arising during the preparation of decisions, contracting or the award of funding deeds, and checks their implementation;

17) provides the Department for Legal Affairs, Procurement and Human Resources with information for the investigation of objections raised in connection with running calls for proposals, the decision preparation activity and the issuing of funding agreements/documents and the disbursement of funding;

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

d) coordinates the process of professional evaluation of submitted technical reports and agreement amendment requests in accordance with the relevant procedures for calls within its scope, obtains the assessments of experts and bodies involved in evaluating these documents, and ensures quality assurance of the evaluations;

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

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

eb) receives and arranges the professional evaluation of project proposals submitted for an RDI opinion and carries out quality assurance tasks for the evaluations;

ec) 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.

ed) provides for the assessment of 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);

ee) performs tasks related to the verification and validation of data, information and documents uploaded to the relevant platform of the NKFI Hivatal (Office) (<https://kiregiszter.nkfi.gov.hu>) in order to fulfil the dissemination obligations of the funded national and international projects.

#### *4.2. Department for Clearing Operations*

Carries out contract management, technical and financial control tasks related to RDI projects supported by the NKFI Alap (Fund), and

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) to the extent relevant to its field, participates in the operation and development of technical systems designed to manage innovation funds (hereinafter: innovation tender management systems);

ad) in relation to the specialised systems for the management of innovation applications, assists in the provision and registration of user rights for the staff assigned to the department, and assists in the day-to-day supervision of the functions under the responsibility of the department and in communicating 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), 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) with regard to the division of tasks within the department, in the scope of tasks related to the professional control of innovation funding

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) verifies the maintenance reports of the funded projects subject to the maintenance obligation, with the assistance of bodies and experts as necessary;

bd) based on the technical reports, makes proposals to the President or the Scientific Co-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 certificates of technical achievement for innovation funds and other funds falling within its remit under the division of labour between departments;

cd) reviews requests for the modification of funding relationships within its scope based on the division of tasks among organisational units and makes recommendations for their evaluation; in the case of innovation-related funding within its scope, it carries out administrative and implementation tasks related to the modification of funding relationships and assists in tasks related to the termination of funding relationships in its area of expertise;

ce) based on the division of tasks among organisational units, makes recommendations for ordering extraordinary on-site inspections based on requests for modification of funding relationships, financial and technical reports, and maintenance reports;

cf) performs tasks related to the full financial closure of projects supported from the NKFI Alap (Fund) under its responsibility according to the division of tasks between organisational units;

cg) according to a special order of the President of the NKFI Hivatal (Office), assists in the registration of the claims of the NKFI Alap (Fund);

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 and advances; and supplies further data to the Department of Finance on a regular or case-by-case basis;

cj) where necessary, it arranges for the replacement or withdrawal of guarantees related to the funding relationship concerning innovation funding under its responsibility according to the organisational division of tasks.

d) cooperates with NIÜ Zrt. within its area of expertise.

### *4.3. 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 on-site 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) coordinates, prepares and documents the submission of data, information and statements to the investigative authorities and courts in connection with the calls for proposals and fundings financed by the NKFI Alap (Fund) and provides data on them to the competent organisational units of the NKFI Hivatal (Office), as required;

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 the NKFI Alap (Fund), as well as regulations and procedural rules on funding schemes managed under agreements concluded with Managing Authorities within the competence of the NKFI Hivatal (Office); and 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) and the disclosure of public data;

b) as part of its legal activities related to research, development and innovation calls financed from the NKFI Alap (Fund), 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 the preparation of funding decisions on non-proposal applications and for the conclusion of funding agreements and the issue of funding documents;

be) on the basis of proposals from the specialised sections, examines the possibilities of terminating the funding relationships and prepares the necessary proposals and documents for terminating the funding relationships,

bf) directly – or if the President of the NKFI Hivatal (Office) provides for the assignment of an external expert, then through such external legal expert – 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;

bg) 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;

c) as part of its activities related to research, development and innovation project proposals and funding finance from the NKFI Alap (Fund) and to on-site inspections, it:

ca) is responsible for developing the system and methodology of on-site inspections on the 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;

d) participates in the implementation of legal and on-site investigation tasks of the NKFI Hivatal (Office) in relation to budget support for the innovation-related objectives of the operational programmes and the use of domestic funds managed under a management or operating agreement, as defined in the agreement concluded by the NKFI Hivatal (Office) with the managing authority concerned by its responsibilities;

e) cooperates with NIÜ Zrt. within its area of expertise.

#### *4.4. Planning and Implementation Support Department*

The Planning and Implementation Support Department is the organisational unit responsible for tasks related to the classification of research and development activities, customer relations, supporting the operation of the Innovation Board (IT), and contributing to planning tasks concerning resources dedicated to research, development and innovation within EU co-financed operational programmes. Within this scope:

a) in its task of qualifying R&D activities

aa) prepares and regularly updates a methodological guide on the qualification of R&D activities and other information material;

ab) provides professional training for experts involved in classification tasks and prepares strategic methodological materials to establish standardised evaluation mechanisms;

ac) performs tasks related to the assessment of research and development classification requests and to the classification of project groups;

ad) at the request of the tax authorities, courts or other authorities, or on behalf of third parties, assists in the resolution of technical issues concerning the qualification of certain activities as R&D, the determination of the proportion of R&D activities, and the performance of activities within the scope of its own activities;

ae) responds to requests from the courts and other authorities in R&D qualification matters;

af) performs tasks related to the NKFI Hivatal (Office)'s evaluation platform (<https://kfivemeny.nkfi.gov.hu/>) (editing the data sheets for R&D qualification requests, preparing the evaluation data sheets, coordinating the development of the evaluation platform);

ag) in relation to its tasks, maintains contact with actors from the corporate sector involved in the R&D qualification procedure, with professional and advocacy organisations, and with organisations supporting projects that include applied research or experimental development implemented on the basis of individual government decisions;

ah) in cooperation with Managing Authorities, it ensures the fulfilment of tasks defined in the calls for proposals related to R&D classification processes for resources dedicated to research, development and innovation within EU co-financed operational programmes;

b) in its role supporting the operation of the Innovation Board (hereinafter: IT) and the Focus Area Innovation Board (hereinafter: FIT)

ba) maintains contact with members of the Innovation Board (IT) and Focus Area Innovation Boards (FIT) who have the right to propose funding decisions under the Innovation Sub-fund of the NKFI Alap (Fund), and carries out tasks related to the conclusion and amendment of contracts with IT and FIT members;

bb) carries out tasks related to the meetings of the IT and FIT, in particular, organises the IT and FIT meetings, assists in compiling the agenda for these meetings, provides IT and FIT

members with the documents to be discussed, and prepares minutes and records of the IT and FIT meetings;

bc) organises electronic written voting procedures of the IT and FIT, compiles the results and prepares records and minutes of the electronic votes;

bd) performs tasks related to issuing completion certificates for the members of the IT and FIT;

c) performs the customer service tasks of the NKFI Hivatal (Office); in the framework of which it

ca) provides information about the tasks of the NKFI Hivatal (Office), the procedure for requesting data of public interest, the data available on the website, and the calls for proposals published by the NKFI Hivatal (Office);

cb) in cooperation with the departments responsible for proposal management, answers questions from beneficiaries concerning the projects supported;

cc) in cooperation with the department responsible for the qualification of R&D activities, answers questions from clients on the qualification of R&D activities;

d) in its role as an implementing partner concerning EU co-financed operational programmes:

da) contributes to the development and review of the Annual Announcement Plan and the Annual Development Framework (hereinafter: ÉFK) by the policy responsible;

db) prior to the publication of the calls for proposals defined in the ÉFK, and upon the request of the policy responsible, reviews the research, development and innovation-related professional content, professional concept and selection criteria of the calls for proposals;

dc) upon the request of the policy responsible, reviews the evaluation guidelines related to the calls for proposals;

e) cooperates with NIÜ Zrt. within its area of expertise.

## Appendix 3

### *The organisational units of the NKFI Hivatal (Office)*

A	B
Executive Officers	Organisational Unit
1. President of the NKFI Hivatal (Office)	1.1 Cabinet Office of the President
	1.1.1. Communication Unit
	1.2. Internal Audit
2. The Scientific Co-President of the NKFI Hivatal (Office)	
3. The Vice President for Financial Affairs	3.1. Department of Finance
	3.1.1. Finance and Facility Management Unit
	2.1.3. Unit for NRDI Fund Finance and Accounting
	3.2. Department for Legal Affairs, Procurement and Human Resources
	1.2.3. Legal Affairs and Procurement Unit
	2.2.3. Human Resources Unit
	3.3. HET Implementation Department
	3.3.1. HET Funding Management Unit
	2.3.3. HET Compliance and Inspection Unit
4. Vice President for Science and International Affairs	4.1. Department for Strategy and Monitoring
	4.1.1. Unit for RDI Policy
	4.1.2. Unit for Analysis and Monitoring
	4.1.3. S3 Project Office Unit
	4.1.4. Unit for Research Infrastructures
	4.2. Department for Priority Programmes
	4.2.1. National Laboratories Programmes Unit
	4.2.2. Excellence Programmes and Competence Development Unit
	4.3. Department for Researcher Excellence
	4.3.1. Unit for Humanities and Social Sciences
	4.3.2. Unit for Natural Sciences and Engineering
	4.3.3. Unit for Medical and Biological Sciences
	4.3.4. Unit for Complex Environmental Science
	4.3.5. Unit for Scholarship Programmes
	4.4. Department for International Cooperation
	4.4.1. Unit for International Programmes
	4.4.2. Unit for Horizon Europe
	4.5. IT Department
	4.5.1. Development Unit
	4.5.2. Operations Unit
5. Vice President for Business Innovation	5.1. Department for Funding Planning and Decision Shaping
	5.1.1. Unit for Funding-related Decision Shaping
	5.1.2. Unit for Funding Planning
	5.2. Department for Clearing Operations
	5.2.1. Unit for Clearing Operations of Business Innovation and International Funding
	5.2.2. Unit for Clearing Operations of Researcher and Institutional Excellence
	5.3. Department for Funding Scheme Regulation and Audit
	5.3.1. Unit for On-Site Audits
	5.3.2. Unit for Funding Scheme Regulation
	5.4. Planning and Implementation Support Department
	5.4.1. Unit for Planning Support and RDI Qualification
	5.4.2. Customer Relations Office

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## 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) annually, 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 fund;

bc) inspections and accountability procedures regarding the use of state funds;

c) every five years, those who

ca) – individually or as members of a body – have proposal, decision-making or control powers in official public administration procedures;

cb) hold a government official position (post) subject to national security screening by law;

cc) hold a manager position (post).

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.