

File number: NKFIH-03015-2/2025

## Presidential Instruction No. 17/2025

### ON THE RULES GOVERNING THE BODIES OPERATED AND EXPERTS EMPLOYED BY THE NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE

Approved by me:

Ádám István Kiss  
President

“time-stamped”

Pursuant to the authorisation granted under Section 22/B of Act LXXVI of 2014 on Scientific Research, Development and Innovation, and in accordance with the provisions of Government Decree 344/2019 (XII. 23.) on the National Research, Development and Innovation Office and on the designation of the technical coordinator of the National Research, Development and Innovation Fund and with the provisions of Section 5 (4) and Section 43-44 of Annex 1 of the Instruction of the Minister of Foreign Affairs and Trade No. 1/2025 (II. 27.) on the Organisational and Operational Rules of the National Research, Development and Innovation Office (hereinafter: “Organisational and Operational Rules”), I hereby issue the following Instruction in accordance with Section 35 (1) b) of the Organisational and Operational Rules:

## **I. Scope of the Instruction**

1. The scope of the Instruction covers
  - a) the members, co-chairs and chairs of the evaluation and proposing bodies (in particular: expert groups, scientific councils, innovation boards, the Research Council of Hungary) as defined in Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: “RDI Act”);
  - b) experts under the RDI Act;
  - c) the members and experts of the bodies, committees and expert groups participating in the evaluation of national and European Union public funding grants managed by the National Research, Development and Innovation Office (hereinafter: “NRDI Office”) in a contract under Sections 6/B (3) and 49 of the Act CXCV of 2011 on Public Finances (hereinafter: “Public Finances Act”) and as a task undertaken with regard to Section 5 (1) e) to f) of Government Decree 344/2019 (XII. 23.) on the National Research, Development and Innovation Office and on the designation of the technical coordinator of the National Research, Development and Innovation Fund (hereinafter: “Government Decree”);
  - d) experts involved in the qualification of research and development activities under the RDI Act.

## **II. General provisions**

2. The members of the bodies covered by the instruction and the experts shall carry out their tasks on the basis of the invitation letter from the NRDI Office, or, in the case of a relevant provision of the RDI Act, the invitation letter from the minister responsible for science policy coordination, the agency contract and, where relevant, the purchase order.

3. The gross agency fees payable to body members and experts, fixed in accordance with the nature, quantity and frequency of the tasks performed, and the schedule of payment, are set out in Annex 1 to the Instructions.
4. The composition and number of members of the bodies covered by this Instruction must be determined in such a way as to ensure that project proposals and reports submitted in the relevant field are assessed within the appropriate time limits.
5. A government official of the NRDI Office may receive remuneration for the performance of the tasks under this Instruction only if the agency contract specifying the tasks expressly so provides. The agency contract may also provide for a government official of the NRDI Office to receive a lower remuneration for the performance of tasks than the remuneration specified in this Instruction.
6. If the remuneration under this Instruction is fixed for a period of time, and if the performance of the tasks is for a shorter period than the period for which the remuneration is fixed, the remuneration shall be pro rata temporis.
7. Unless otherwise provided in this Instruction, the fees fixed for the body members and experts covered by this Instruction shall include the costs of the experts' preliminary preparation, travel necessary for the performance of their tasks and all additional costs incurred in preparing the evaluation, in respect of which the body members and experts shall not receive any remuneration, allowances, flat-rate sum or reimbursement of expenses other than those provided for in this Instruction.
8. The rules of operation of the bodies under this Instruction shall be laid down in the rules of procedure adopted by the body and approved by the president of the NRDI Office, unless otherwise provided for in this Instruction.

### **III. Research Council of Hungary**

9. The Research Council of Hungary is a proposing body established under the RDI Act to contribute to the development of the framework for excellence-based research funding programmes financed from the Research Sub-fund of the NRDI Fund (hereinafter: Research Sub-fund), to make recommendations regarding the calls to be announced under the Research Sub-fund and their budgets, and to participate in the evaluation of funding applications submitted under the Research Sub-fund.
10. The members of the Research Council of Hungary shall be appointed, nominated and revoked, and their remuneration determined, by the Minister responsible for science policy

coordination, pursuant to Section 10/D (2) of the RDI Act. Members' term of office is 6 years, renewable once for a further 6 years.

11. The members shall perform their duties on the basis of the invitation letter and the agency contract concluded in the light of the provisions of clause 10.
12. The vice-president for science and international affairs or the government official acting on their behalf shall be entitled to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.
13. The Research Council of Hungary operates according to its self-adopted rules of procedure.
14. The Research Council of Hungary is supported by a secretariat. The vice-president for scientific and international affairs shall be responsible for the duties of the secretariat, subject to the provisions of the Organisational and Operational Rules.

#### **IV. Cooperative Doctoral Council**

15. The Cooperative Doctoral Council (hereinafter: KDK) is a specialised college responsible for tasks related to the so-called cooperative doctoral programme (excluding the University Research Scholarship Programme), operating as a body of the Research Council of Hungary, and is subject to the provisions set out in the present chapter.
16. The members of the KDK are proposed by specific organisations and fields of science from among recognised representatives of public administration, higher education and market players with an outstanding track record in scientific research.
17. No experts with consultative rights may participate in the work of the KDK.
18. The co-president for science of the NRDI Office shall invite and appoint the chair and members of the KDK with regard to the proposal referred to in clause 16.
19. The vice-president for science and international affairs of the NRDI Office or the government official acting on their behalf shall be entitled to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.

## **V. The Innovation Board**

20. The Innovation Board is a proposing body established under the RDI Act to assist in the evaluation of project proposals and reports financed from the Innovation Sub-fund of the NRDI Fund and, where specified in the call for proposals, also from the Research Sub-fund.
21. The chair and members of the Innovation Board are appointed by the president of the NRDI Office, with one member proposed by the Minister of Agriculture. The chair and members of the Innovation Board perform their tasks on the basis of the invitation letter and the agency contract.
22. The vice-president for corporate innovation or the government official acting on their behalf shall be entitled to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.

## **VI. Focus Area Innovation Boards**

23. The Focus Area Innovation Boards are the proposing bodies set up under the RDI Act according to the fields of expertise defined in the John von Neumann Programme, which contribute to the evaluation of project proposals and reports on the funding provided from the Innovation Sub-fund of the NRDI Fund in the cases specified in the calls for proposals.
24. The chair and members of the Focus Area Innovation Boards and, if the president of the NRDI Office so decides, the co-chair shall be invited by the president of the NRDI Office. The chair, co-chair and members of the Focus Area Innovation Boards perform their tasks on the basis of the invitation letter and the agency contract.
25. The Focus Area Innovation Boards formulate their proposals for decisions in a meeting convened by the chair, which may consist of several session days. The chair and members of the Focus Area Innovation Boards and, if so decided by the president of the NRDI Office, the co-chair of the Focus Area Innovation Boards shall receive remuneration per session day as set out in Annex 1.
26. No remuneration may be paid to a person who is in an employment relationship with a budgetary organ or a state-owned business company, other than a relationship of agency or contractor.

27. The vice-president for corporate innovation or the government official acting on their behalf shall be entitled to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.

## **VII. Incubator Evaluation Board**

28. The Incubator Evaluation Board is a proposing body under the RDI Act, which contributes to the evaluation of project proposals and reports on funding provided from the Innovation Sub-fund of the NRDI Fund in the cases specified in the calls for proposals.

29. The chair and members of the Incubator Evaluation Board and, if the president of the NRDI Office so decides, its co-chair shall be invited by the president of the NRDI Office. The chair, co-chair and members of the Incubator Evaluation Board shall perform their tasks on the basis of the invitation letter and the agency contract.

30. The Incubator Evaluation Board formulates its proposals for decisions in a meeting convened by the chair, which may consist of several session days. The chair and members of the Incubator Evaluation Board and, if the president of the NRDI Office so decides, the co-chair shall receive remuneration per meeting and per session day as set out in Annex 1.

31. No remuneration may be paid to a person who is in an employment relationship with a budgetary organ or a state-owned business company, other than a relationship of agency or contractor.

32. The vice-president for corporate innovation or the government official acting on their behalf shall be entitled to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.

## **VIII. Health Science Expert Board**

33. The Health Science Expert Board is the proposing body for the use of the Innovation Sub-fund of the NRDI Fund for human medical research and clinical trials.

34. Members of the Health Science Expert Board are delegated by specific organisations and fields of science from among recognised experts in the field of medicine.

35. The chair, co-chair and members of the Health Science Expert Board shall be invited and appointed by the president of the NRDI Office with regard to the proposal under clause 34.
36. The head of the Department of Funding Scheme Planning and Decision Preparation or the government official acting on their behalf is authorised to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.

## **IX. Defence Innovation Expert Board**

37. The Defence Innovation Expert Board is the proposing body for the use of the Innovation Sub-fund of the NRDI Fund for defence-related purposes.
38. Members of the Defence Innovation Expert Board are nominated by specific organisations and fields of science from among recognised experts in the field of defence.
39. The chair, co-chair and members of the Defence Innovation Expert Board shall be invited and appointed by the president of the NRDI Office with regard to the proposal under clause 38.
40. The head of the Department of Funding Scheme Planning and Decision Preparation or the government official acting on their behalf is authorised to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.

## **X. Evaluation and advisory panels of the National Laboratories Programme**

41. The evaluation and advisory tasks related to the National Laboratories Programme are carried out by the following bodies:
  - a) Technical Advisory Board;
  - b) Supervisory Board.
42. The chair of the Supervisory Board is the deputy state secretary for innovation at the Ministry of Culture and Innovation. Its members include the President of the NRDI Office and the Vice President for Science and International Affairs of the NRDI Office, who acts as the senior executive appointed to manage the National Laboratories Programme Management System on behalf of the implementing organisation of the National Laboratories Programme. The members are appointed by the minister responsible for coordinating science policy.

43. The members of the Technical Advisory Board are appointed by the minister responsible for science policy coordination. The chair is elected by the members from among themselves.
44. The vice-president for scientific and international affairs or the government official acting on their behalf shall be entitled to issue performance certificates for the payment of remunerations to the chair and members of the evaluation and advisory boards of the National Laboratories Programme, with the proviso that the president of the NRDI Office may designate another person to this end.

## **XI. HU-RIZON Evaluation Boards**

45. The HU-RIZON Evaluation Boards are proposing bodies established under the RDI Act to assist in the evaluation of project proposals – and, upon specific request, reports – submitted under the HU-RIZON programme financed from the Innovation Sub-fund of the NRDI Fund.
46. These boards operate in a structure aligned with the focus areas indicated in the call for proposals.
47. The chairs and members of the HU-RIZON Evaluation Boards are appointed by the President of the NRDI Office. The chairs and members of the Evaluation Boards perform their tasks on the basis of the invitation letter and the agency contract.
48. The vice-president for science and international affairs or the government official acting on their behalf shall be entitled to issue performance certificates for the payment of remunerations, with the proviso that the president of the NRDI Office may designate another person to this end.

## **XII. Other bodies**

### **(in the case of calls managed under an agreement, not financed from the NRDI Fund)**

49. The NRDI Office shall carry out the tasks related to the budget support under Chapter XVII (Ministry of Energy), Title 20 (Chapter-managed appropriations), Sub-title 35 (Energy and sustainability tasks), Article title 4 (Chapter-managed appropriations for the energy and climate policy modernisation system) (hereinafter: “energy funding schemes”), in accordance with Section 49 of the Public Finances Act. The Energy Proposals Assessment Board is the body responsible for the evaluation of energy project proposals.
50. The head of the Department of Funding Scheme Planning and Decision Preparation or the government official acting on their behalf is authorised to issue performance certificates for the payment of remunerations of the members of the body under clause 55, with the proviso that the president of the NRDI Office may designate another person to this end.
51. The NRDI Office shall, with regard to Section 5 (1) e) and f) of the Government Decree, contribute to the policy opinion on projects submitted or to be submitted for funding under the Economic Development and Innovation Operational Programme Plus (hereinafter: “GINOP Plus”) for the programming period 2021-2027. The evaluation tasks related to GINOP Plus policy opinions are carried out by expert groups with expertise in the focus areas of the projects.

52. The head of the Department of Funding Scheme Planning and Decision Preparation or the government official acting on their behalf is authorised to issue performance certificates for the payment of remunerations to the chair and members of the expert groups under clause 51, with the proviso that the president of the NRDI Office may designate another person to this end.
53. The National Research Infrastructures Committee is the decision-preparatory, proposing and opinion-forming body of the president of the NRDI Office on policy issues related to research infrastructures.
54. The chair and members of the National Research Infrastructure Committee shall not be remunerated for the performance of their duties.

### **XIII. Evaluation boards, expert groups and individual experts**

55. The evaluation boards related to the calls for proposals announced under the Research Sub-fund are bodies pursuant to Section 25(2) of the RDI Act, which, where specified in the call for proposals, are involved in evaluating funding applications submitted under the remit of the Research Council of Hungary.
56. The number of evaluation boards referred to in point 55 is determined by the Research Council of Hungary and approved by the Vice President for Science and International Affairs of the NRDI Office.
57. The chairs and members of the evaluation boards referred to in point 55 are appointed by the Vice President for Science and International Affairs of the NRDI Office with the agreement of the Research Council of Hungary.
58. The rules of procedure for the evaluation boards referred to in point 55 are drawn up by the NRDI Office and approved by the Vice President for Science and International Affairs of the NRDI Office in their own competence, without the involvement of the members of the Evaluation Board.
59. The chair and members of the evaluation boards participating in the evaluation of project proposals submitted under excellence-based research funding programmes financed from the Research Sub-fund of the NRDI Fund, and the reports on the implementation of the funded projects, are only entitled to receive remuneration for one board membership, even if they are simultaneously active in multiple evaluation boards.

60. The evaluation boards related to calls for proposals under the Innovation Sub-fund participate, in cases defined in the calls for proposals, in the evaluation of project proposals and reports financed from the NRDI Fund.
61. The rules of procedure for the evaluation boards referred to in point 60 are drawn up by the NRDI Office and approved by the President of the NRDI Office.
62. Individual experts receive remuneration per evaluated project proposal, report, on-site inspection, site visit or request (including requests for contract amendment), as set out in Annex 1.
63. The experts supporting the activities of individual experts (hereinafter: “technology managers”) shall be remunerated on the basis of the number of project proposals they manage and the number of experts they coordinate, as set out in Annex 1.
64. With regard to the payment certification of the remuneration established on the basis of this instruction, the head of the organisational unit responsible for coordinating the given evaluation task or for managing the respective project or proposal, or the substitute government official, is entitled to issue the certificate of completion, provided that the President of the NRDI Office may designate another person to certify completion.

#### **XIV. Miscellaneous provisions**

65. The NRDI Office stipulates in the funding agreement the reimbursement of travel expenses related to the performance of duties under this instruction for the chairs and members of the evaluation boards, which is provided in the form of a lump-sum allowance.
66. The NRDI Office shall provide accommodation and travel for up to 2 nights for the chair and members of the non-resident expert group or board for the duration of the expert group meeting, and shall reimburse travel expenses for the non-resident expert group or board member in justified cases and in accordance with the relevant instructions of the NRDI Office and the provisions of the President of the NRDI Office.
67. The NRDI Office shall provide accommodation and travel for members and chairs of the Evaluation Boards for a maximum period of one night longer than the duration of the meeting of the Evaluation Board, and shall reimburse travel expenses in justified cases, in accordance with the relevant instructions of the NRDI Office and the provisions of the President of the NRDI Office.

## **XV. Closing provisions**

68. This Instruction shall enter into force on the day of its signature, with its provisions also applying to pending cases.
69. Presidential Instruction No. 7/2024 on the rules governing the bodies operated and experts employed by the National Research, Development and Innovation Office is hereby repealed.

#	Nature of the assignment		Rate of remuneration (gross amount)	Payment schedule
1.	Cooperative Doctoral Council	President	HUF 300,000 per month	semester
2.		members	HUF 50,000 per session day	semester
3.		President, member	HUF 20,000 per review	semester
3.	Research Council of Hungary	President	HUF 725,000 per month	semester
4.		member	HUF 300,000 per month	semester
5.	Innovation Board	President	HUF 3,600,000 per year	quarter
6.		members	HUF 2,400,000 per year	quarter
7.	Focus Area Innovation Board	President	HUF 100,000 per session day	as per invitation letter/agency contract
8.		co-chair, member	HUF 100,000 per session day	as per invitation letter/agency contract
9.	Incubator Evaluation Board	chair, co-chair, member	HUF 100,000 per session day, if the evaluation of the call for proposals involves the participation of individual experts and/or expert groups	as per invitation letter/agency contract
10.			HUF 200,000 per session (preparation fee) and HUF 200,000 per session day if individual experts and/or expert groups do not participate in the evaluation of the call for proposals	
11.	Health Science Expert Board	chair, co-chair, member	HUF 100,000/session	as per invitation letter/agency contract
12.	Individual expert in health sciences	external individual expert	HUF 50,000 per review (project proposal, report)	as per invitation letter/agency contract
13.	Defence Innovation Expert Board	chair, co-chair, member	HUF 100,000/session	as per invitation letter/agency contract
14.	Defence Innovation individual expert	external individual expert	HUF 50,000 per review (project proposal, report)	as per invitation letter/agency contract
15.		chair, member	HUF 20,000 per opinion	

16.	Evaluation Board operating in connection with the Research Sub-fund	chair, member	HUF 180,000 per preparation day and HUF 180,000 per session day	as per invitation letter/agency contract
17.	Individual expert in excellence-based research funding schemes within the meaning of Section 10/D of the RDI Act		HUF 55,000 per review (project proposal)	as per invitation letter/agency contract
18.	Individual expert in excellence-based research funding schemes outside the meaning of Section 10/D of the RDI Act		HUF 30,000 per review (project proposal, final report)	as per invitation letter/agency contract
19.	Cooperative Doctoral Programme individual expert		HUF 20,000 per review (project proposal, report)	as per invitation letter/agency contract
20.	Individual expert participating in the HU-RIZON International Research Excellence Cooperation Programmes		HUF 120,000 per review (project proposal, report)	as per invitation letter/agency contract
21.	HU-RIZON Evaluation Boards	chair, member	HUF 40,000 per opinion	as per invitation letter/agency contract
22.		chair, member	HUF 180,000 per preparation day and HUF 180,000 per session day	as per invitation letter/agency contract
23.	Innovation expert group	chair and member (for proposals evaluated under the standard procedure)	HUF 100,000/session	as per invitation letter/agency contract
24.		chair and member (for proposals evaluated under the simplified procedure)	HUF 50,000/session	as per invitation letter/agency contract
25.	Innovation individual expert			

		HUF 75,000 per review (project proposal, report, amendment of funding declaration, contract amendment; hereinafter jointly referred to as contract amendment), if the requested funding or the amount granted to the supported project does not reach HUF 50 million	as per invitation letter/agency contract
26.		HUF 100,000 per review (project proposal, report, amendment) if the amount requested in the project proposal or awarded to the funded project reaches or exceeds HUF 50 million	as per invitation letter/agency contract
27.		HUF 150,000 per review (project proposal, report, amendment) if the amount requested in the project proposal or awarded to the funded project reaches or exceeds HUF 500 million	as per invitation letter/agency contract
28.		HUF 290,000 per review, irrespective of the funding request and the complexity of the documentation, if the president of the NRDI Office so decides for the call in question, for all proposals submitted in response to the call	as per invitation letter/agency contract

29.		HUF 200,000 per site visit, if the given call includes follow-up expert tasks	as per invitation letter/agency contract
30.		If the given call includes follow-up expert tasks, the follow-up fee for evaluating contract amendments and reports is determined according to lines 25–27, depending on the amount of funding	as per invitation letter/agency contract
31.		HUF 200,000 per site visit for experts involved in on-site visit	as per invitation letter/agency contract
32.	technology manager	HUF 30,000 per reviewed project proposal in the field, and	every six months
33.		HUF 50,000 per reviewing expert in the field per year	
34.	expert conducting a site visit	HUF 115,000 per on-site visit	as per invitation letter/agency contract
35.	expert involved in R&D project qualification procedure	HUF 50,000 per project	as per invitation letter/agency contract
36.	expert involved in R&D project group qualification procedure	HUF 50,000 per project group	as per invitation letter/agency contract
37.	Expert involved in the marketability assessment in the framework of an R&D project qualification procedure	HUF 50,000 per project	as per invitation letter/agency contract

38.	Preliminary advice and consultation during the qualification of R&D projects		HUF 20,000 per project	as per invitation letter/agency contract
39.	Thematic Excellence Programme individual expert		HUF 50,000 per report review if the requested funding or the amount granted to the supported project does not reach HUF 500 million (interim and final reports are counted as separate reviews even for the same project)	as per invitation letter/agency contract
40.			HUF 100,000 per report review if the requested funding or the amount granted to the supported project reaches or exceeds HUF 500 million (interim and final reports are counted as separate reviews even for the same project)	as per invitation letter/agency contract
41.	Thematic Excellence Programme individual expert		HUF 300,000 per review (report and on-going expert assessment combined with a project site visit)	as per invitation letter/agency contract
42.	National Laboratories Supervisory Board	chair, member	HUF 2,200,000 per year	every six months
43.	National Laboratories Technical Advisory Board	President	HUF 2,200,000 per year	every six months
44.	National Laboratories Programme individual expert	member	HUF 2,000,000 per year	every six months
45.			HUF 100,000 per review (project proposal, report)	as per invitation letter/agency contract
46.	Energy Proposals Assessment Board	member	HUF 100,000/session	as per invitation letter/agency contract
47.	energy individual expert	external individual expert	HUF 100,000 per review (project proposal, amendment, report) if the amount requested in the project proposal or awarded to the funded	as per invitation letter/agency contract

			project is less than HUF 500 million	
48.			HUF 150,000 per review (project proposal, amendment, report) if the amount requested in the project proposal or awarded to the funded project reaches or exceeds HUF 500 million	as per invitation letter/agency contract
49.			HUF 200,000 per review (project proposal, amendment, report) if the amount requested in the project proposal or awarded to the funded project reaches or exceeds HUF 500 million, taking into account the complexity and scope of the project proposal	as per invitation letter/agency contract
50.	Expertise for the implementation of energy projects	external individual expert	remuneration based on individual decisions	as per invitation letter/agency contract
51.	GINOP Plus policy review expert group	chair and member	HUF 100,000/session	as per invitation letter/agency contract
52.	GINOP Plus policy review individual expert	external individual expert	HUF 50,000 per review (project proposal, report) if the amount requested in the project proposal or awarded to the funded project is less than HUF 500 million	as per invitation letter/agency contract

53.		<p>HUF 75,000 per review (project proposal, report) if the amount requested in the project proposal or awarded to the funded project reaches or exceeds HUF 500 million</p>	as per invitation letter/agency contract
54.		<p>HUF 200,000 per review (project proposal, report) if the amount requested in the project proposal or awarded to the funded project reaches or exceeds HUF 500 million, taking into account the complexity and scope of the project proposal</p>	as per invitation letter/agency contract