

# **Organisational Regulations of the Institute under the name Centre for Theoretical Physics of the Polish Academy of Sciences**

## **Chapter I – General provisions**

## **Chapter II – Management of the Institute**

## **Chapter III – Organisational structure of the Centre of Theoretical Physics of the Polish Academy of Sciences**

## **Chapter IV – Tasks carried out in the administrative units of the Centre for Theoretical Physics of the Polish Academy of Sciences**

## **Chapter V – Final provisions**

## **Chapter I – General provisions**

1. The Institute under the name Centre of Theoretical Physics of the Polish Academy of Sciences (hereinafter referred to as: 'CFT PAN') is a scientific institute of the Polish Academy of Sciences.
2. The Organisational Regulations of the Centre of Theoretical Physics of the Polish Academy of Sciences, hereinafter referred to as the 'Regulations', define the management of the Institute, its organisational structure, and the tasks performed in the administrative units thereof.
3. The Centre of Theoretical Physics of the Polish Academy of Sciences operates in particular on the basis of the provisions of the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2020 item 1796, as amended), the Act of 20 July 2018 – Higher Education and Science Law (consolidated text, Journal of Laws of 2021 item 478, as amended), the Act of 3 July 2018 – Provisions implementing the Act – Higher Education and Science Law (Journal of Laws item 1669, as amended), and on the basis of the Institute's Statutes approved by the President of the Polish Academy of Sciences.

## **Chapter II – Management of the Institute**

### **1. Director of the Institute**

Pursuant to Article 46 section 2 of the Act on the Polish Academy of Sciences of 30 April 2010, Director submits declarations of intent on behalf of CFT PAN, directs the work of CFT PAN with the assistance of Deputy Director for Scientific Affairs and Deputy Director for General Affairs, and supervises work of scientific personnel as well as managers of administrative units.

Director is a direct superior of:

- a) Deputy Director for Scientific Affairs,
- b) Deputy Director for General Affairs,
- c) Chief Accountant.

### **2. Deputy Director for Scientific Affairs is responsible for:**

- a) preparing reports and plans of scientific activities of CFT PAN,
- b) supervising the implementing international cooperation of CFT PAN,
- c) supervising works related to organising conferences, tutorials and seminars at CFT PAN,
- d) care and supervision of doctoral schools of which CFT PAN is a co-organiser,
- e) coordinating works related to the procurement and handling of domestic and foreign projects,
- f) supervision over the recruitment of academics and doctoral students,
- g) supervision over applications filed as part of the Competition for Young Researchers, Own Research Fund and the Scholarship Fund,
- h) coordinating PR activities.

Deputy Director for Scientific Affairs is a direct superior of:

- a) doctoral students,
- b) academic staff,
- c) the Research Projects Department

**3. Deputy Director for General Affairs is responsible for:**

- a) supervising the work of managers of the administrative units of CFT PAN,
- b) supervising all works of general and technical nature and renovation works,
- c) supervising purchases and tenders at CFT PAN,
- d) coordinating activities related to managing the projects implemented in the Institute,
- e) supervising the proper functioning of the CFT PAN Archive,
- f) care and supervision over the CFT PAN Library,
- g) supervising the IT service of CFT PAN, including the website and the Public Information Bulletin (BIP).

Deputy Director for General Affairs is a direct supervisor of:

- a) the Scientific and General Secretariat,
- b) the Human Resources Department,
- c) the Public Procurement Department,
- d) the Institute's Archives,
- e) the technical employee (IT specialist).

**4. Chief Accountant is responsible for:**

- a) supervising the implementation of the objectives and tasks of CFT PAN related to financial and accounting activities,
- b) coordinating the work of the finance and accounting department,
- c) supervising tax reporting (Tax Office) and statistical reporting for the Central Statistical Office,
- d) preparing the annual financial plan of CFT PAN in accordance with the applicable laws and guidelines of the Polish Academy of Sciences,
- e) preparing the annual budget for financing the statutory activities of CFT PAN,
- f) preparing financial forecasts for CFT PAN as part of the State Budget Plan,
- g) preparing periodic and annual reports for the Polish Academy of Sciences,
- h) making dispositions of funds held by CFT PAN,
- i) controlling the entity's financial liquidity by monitoring the inflows and expenditure of CFT PAN,
- j) preliminary analysis and supervision of the compliance of economic and financial operations with the plans adopted by the Management,
- k) supervising and preparing management reports in the scope of subordinate departments and positions.

Chief Accountant is the direct superior of:

- a) Deputy Chief Accountant,
- b) the Finance and Accounting Department.

### **Chapter III – Organisational structure of the Centre of Theoretical Physics of the Polish Academy of Sciences**

The Centre of Theoretical Physics of the Polish Academy of Sciences is composed of 7 administrative departments and one department including all academic staff.

1. the Scientific and General Secretariat,
2. HR Department,
3. Finance and Accounting Department,
4. Scientific Department,
5. Doctoral Schools,
6. Public Procurement Department;
7. Research Projects Department,
8. Archives.

According to the current organisational structure constituting Appendix no. 1 to the Statutes of the Institute under the name Centre for Theoretical Physics of the Polish Academy of Sciences, the individual departments are directly subordinate to the Management of the Centre for Theoretical Physics of the Polish Academy of Sciences.

### **Chapter IV – Tasks carried out in the administrative units of the Centre for Theoretical Physics of the Polish Academy of Sciences:**

1. The Scientific and General Secretariat is responsible for:
  - a) supervising over the correct circulation of correspondence at CFT PAN, including the registration of incoming and outgoing correspondence of the institute,
  - b) administrative cooperation with doctoral schools, of which CFT PAN is a participant,
  - c) ordering office and food materials for the employees of CFT PAN,
  - d) handling the meetings of the CFT PAN Scientific Council,
  - e) keeping records and registers of agreements and arrangements concluded by CFT PAN,
  - f) keeping a register of regulations, orders and decisions of the Director of CFT PAN,
  - g) administrative and technical support of CFT PAN, accepting reports concerning minor defects,
2. The HR Department is responsible for:
  - a) providing full administrative services related to the recruitment process and the process of employing all employees of CFT PAN,
  - b) collecting and storing personal data of the employees of CFT PAN (personal data files),

- c) keeping records of working time of employees,
  - d) preparing reports for the Central Statistical Office,
  - e) developing and preparing the regulations of CFT PAN in the scope of labour law,
  - f) conducting the recruitment process for doctoral schools of which CFT PAN is a participant,
  - g) co-operating with the Health and Safety Inspector and the Data Protection Officer.
3. The Finance and Accounting Department is responsible for:
- a) providing full financial and accounting services to CFT PAN,
  - b) keeping financial and accounting records of the activities of CFT PAN,
  - c) fulfilling the reporting obligations of CFT PAN in the financial, accounting and tax-related scope,
  - d) keeping off-balance sheet records of inflows and expenditure in the statutory area of the Institute and the research projects carried out,
  - e) analysing and monitoring the use of funds available to the Institute,
  - f) providing a full payroll service for the Institute's staff,
  - g) conducting a full reporting activity for the Social Insurance Institute (ZUS), Central Statistical Office (GUS), and the Tax Office (US).
4. The Scientific Department is responsible for:
- a) preparing grant applications and obtaining funds for their implementation,
  - b) preparing reports on scientific activities,
  - c) disseminating and publicizing research results,
  - d) participating in the scientific life of CFT PAN (academic seminars).
5. The Doctoral Schools of CFT PAN (Warsaw 4PhD, Geoplanet) are responsible for:
- a) educating doctoral students.
6. The Public Procurement Department is responsible for:
- a) executing requests for supply, services and construction works, including carrying out tendering procedures as required by law,
  - b) carrying out reporting,
  - c) keeping records of instruments and implementing the process of liquidating the instruments.
7. The Research Projects Department is responsible for:
- a) searching for sources of external funding for scientific and institutional projects and providing information on the principles of applying for them to the Institute's staff;
  - b) supporting the research personnel in the process of submitting project applications – assistance in the development of administrative part of the project applications, formal verification and supervision over the preparation of the required documentation;
  - c) supervising the preparation and circulation of project documentation, including grant agreements and consortium agreements;
  - d) administrative support for projects implemented in the Institute;

- e) preparing compilations and statistics on projects carried out in the Institute for the purposes of the Management.

8. The Institute's Archives are responsible for:

- b) organisation and storage of documentation,
- c) lacking the documentation,
- d) transfer of the documentation to the PAN Archive.

## **Chapter V – Final provisions**

1. The Regulations shall enter into force on the day of its publication.
2. Any amendments to the Organisational Regulations are made by the Director of the Institute.