

**CIVIL SERVICE REGULATION**  
**of the Director of the National Archives**  
of 3 November 2017

**which issues the Statute and Rules of Procedure of the Scientific Board**

**A) STATUTE OF THE SCIENTIFIC BOARD OF THE NATIONAL ARCHIVES**

**(1)**

**The Scientific Board is the basic scientific body of the National Archives (hereinafter also NA).**

**It is an advisory body to the Director of the Archives.** The National Archives performs scientific activities in accordance with the provision of points (f), (g), (h), (j) of Section 46(2) of Act No. 499/2004 Coll., on Archiving and Records Management, as amended. To perform the tasks of scientific activities, the Director of the NA establishes the Scientific Board. The establishment is in accordance with the Organizational Rules of the NA. The main task of the Scientific Board shall be to participate in the short-term and long-term conception of the NA's scientific activities, comprehensively support and evaluate ongoing research projects of the NA and discuss and give opinion on planned research projects of the NA.

**(2)**

**Main tasks of the Scientific Board shall be:**

- (a)** to discuss and give opinion on short-term and long-term plans of scientific, educational and other related activities of the NA, cooperate in the evaluation of scientific activities;
- (b)** to give opinion in the form of internal examination on scientific tasks and assess grant and other scientific projects of individuals and teams within the NA, as well as wider projects in cooperation with domestic and foreign institutions;
- (c)** to give opinion on the planning of financial resources provided to the NA for science and research within the frame of institutional funding of science and research, especially to recommend their allocation;
- (d)** to give opinion on the scientific publishing activities of the NA and their conception;
- (e)** to participate in the representation of the NA in matters of scientific research and defend the scientific interests of the NA, contribute to the promotion of scientific outputs of the NA;
- (f)** to give opinion on the pedagogical work of NA professionals at universities and other schools;

- (g) to support domestic and foreign cooperation of the NA with other archives, academic institutes, research institutes, universities, memory institutions, associations and similar facilities in the field of science and research;
- (h) to evaluate in writing the activities of the Board for the past year no later than 30 January of the following year.

**(3)**

**Membership in the Scientific Board**

- (a) The members of the Scientific Board of the NA shall be appointed and removed in writing by the Director of the NA.
- (b) Proposals for the appointment of a member of the NA Scientific Board shall be submitted by the heads of departments and the Scientific Secretary or the current Chair of the Scientific Board.
- (c) The Scientific Board shall consist of 9 members, of which 5 shall be external experts and 4 shall be NA employees.
- (d) The term of office of the members of the Scientific Board shall be usually five years, or for one third of the members three years for the first three years of operation of the Scientific Board. In the event of the removal or resignation of one of the members, the Director shall appoint another member for the remainder of the term of office.
- (e) A member of the Scientific Board may be appointed for two consecutive terms only.
- (f) Membership shall be honorary and irreplaceable.
- (g) The members of the Scientific Board shall be experts representing scientific disciplines, which form the basis of the NA's activities pursuant to points (f), (g), (h), (j) of Section 46(2) of Act No. 499/2004 Coll., on Archiving and Records Management, as amended.
- (h) By accepting membership in the Scientific Board, the member shall undertake to abide by the Statute and Rules of Procedure of the Scientific Board, to attend its meetings and to use all his/her knowledge and experience in the performance of its tasks.
- (i) At the meeting of the Scientific Board, members shall present their personal opinion. They shall not be representatives of the institutions in which they may work.
- (j) An external member of the Scientific Board shall be entitled to reimbursement of expenses incurred by participating in its meetings. Reimbursement of costs by the Economic and Operational Department of the NA is provided at the request of a member of the Scientific Board by the Scientific Secretary.
- (k) The Scientific Board may invite expert advisers to address specialized issues. The Scientific Board may establish subject working groups, for example for the organization of external examination proceedings.

- (l) The Scientific Secretary of the NA shall be the Secretary of the Scientific Board, who shall not be a member of the Scientific Board. The Scientific Secretary shall be appointed by the Director from among the expert employees of the NA.
- (m) The Director of the NA shall have the right to participate in the meetings of the Scientific Board.
- (n) The Scientific Board shall usually meet twice a year to carry out its tasks. An extraordinary convening of the Scientific Board may occur if more than one third of the members of the Scientific Board request so or if convened so by the Director of the NA.
- (o) The meetings of the Scientific Board shall not be public.
- (p) Meetings of the Scientific Board may also take place through so-called Internet conferences or other forms of electronic communication. The agreed conclusions must then be confirmed by the Scientific Board at its regular meeting.

## **B) RULES OF PROCEDURE OF THE SCIENTIFIC BOARD OF THE NATIONAL ARCHIVES**

- (a) The members of the Scientific Board, usually at their first meeting, shall elect the Chair and Vice-Chair of the Scientific Board from among themselves. The Chair of the Scientific Board shall direct the meetings of the Scientific Board and shall be responsible for its activities. In the event of busyness, the meeting shall be chaired by the Vice-Chair or a member of the Scientific Board appointed by the Chair. The chairperson of the Scientific Board shall usually be an external member, the vice-chairperson shall be an internal member.
- (b) The meetings of the Scientific Board shall be organized and arranged by the Secretary of the Scientific Board, who shall not be a member of the Scientific Board. He/she convenes the Scientific Board at least 14 days before its meeting. The invitation shall state in particular the place, time and agenda of the meeting. If needed, the Scientific Secretary shall ensure possible invitation of expert advisers. He/she shall also prepare suitable documents for the meetings of the members of the Scientific Board.
- (c) Each member of the Scientific Board may submit to the Chair, in his absence to the Vice-Chair of the Scientific Board, topics to be discussed by the Scientific Board.
- (d) The Scientific Secretary, or a member authorized by the Chair of the Scientific Board, shall take minutes of the meetings of the Scientific Board. The minutes shall state the agenda and the course of the proceedings, the results of the voting and the content of the resolutions adopted. The attendance list shall also be attached to the minutes. The minutes shall be approved by the Chair or Vice-Chair, or in case of busyness of both, the member of the Scientific Board authorized by the Chair. The approved minutes shall be sent by the Scientific Secretary to all members of the Scientific Board and to the Director no later than 14 days after the meeting. The approved minutes shall be published on the NA intranet in the section devoted to science and research.

- (e) The Scientific Board shall be able to pass a resolution if an absolute majority of its members is present and shall decide by voting. Each member of the Scientific Board shall have one vote. Representation in the vote shall not be admissible.
- (f) The meeting shall take place in the form of a moderated discussion. Once the views have been clarified, the aim shall be to reach a unified position. If the members of the Scientific Board do not agree on a common position, a vote shall be taken. The conclusion voted by an absolute majority of the participating members shall be valid. In the event of a tie, caused by the non-participation of the members of the Scientific Board, the vote of the Chair or Vice-Chair of the Scientific Board shall decide. The minutes shall also include the minority opinion of the members of the Scientific Board. The procedure is similar for per rollam voting.
- (g) When discussing topics in which a member of the Scientific Board may be materially or personally involved, such member shall notify the Chair, Vice-Chair or the member of the Scientific Board authorized by the Chair according to point (a) of the Rules of Procedure about this fact, provided that the biased member of the Scientific Board is excluded from voting on such a topic.