



THE CENTRALIZATION OF THE RECORDS AND ADMINISTRATION OF IOCB CONTRACTS

As the system of contract records is currently decentralized, which makes the business ties of the institute rather unclear; contract records will be kept centrally in one place. The aims are to improve the system of keeping the records of the Institute's contractual relations and to prevent the risks arising from business obligations in time.

The central contract records will be administered by the director's secretariat (the physical deposition by registration number and digital archiving). The central records concern all contracts signed by the statutory representative of the Institute (director) with the exception of the personnel and payroll departments. Access is specified on a shared disk (see the appendix) and access rights for the area concerned are automatically given to the head and deputy head. Details are listed in the appendix.

Contract records will begin to be digitized on June 10, 2014.

Prague, June 9, 2014

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Director

TITLE	THE CENTRALIZATION OF THE RECORDS AND ADMINISTRATION OF IOCB CONTRACTS
DESCRIPTION	<ul style="list-style-type: none"> • Central contract records physically and electronically (digitally) accessible to the respective user, or a group of users, in one place.
REASON	<ul style="list-style-type: none"> • The current state of the decentralized contract records makes the business ties of the institute rather unclear and increases the risks of the business obligations arising from them not being fulfilled.
OBJECTIVE	<ul style="list-style-type: none"> • To improve the system of keeping the records of the Institute's contractual relations and to prevent the risks arising from business obligations in time.
BENEFITS	<ul style="list-style-type: none"> • Minimization of the risks arising from business relations; • Timely reaction to ending contracts; • Increased user convenience; • Increased transparency.
IMPLEMENTATION STEPS / PROCEDURE	<ul style="list-style-type: none"> • The evaluation of the current readiness of the secretariat for central digital contract register <ul style="list-style-type: none"> - HW-SW; - Capacity issue. • The setting of the process of the central digital contract register (with the exception of the personnel and payroll departments): <ul style="list-style-type: none"> - Digital contract register concerns all areas of the Institute; - Central contract register concerns all areas of the Institute; The procedure: <ul style="list-style-type: none"> - A contract is signed by the Institute's statutory organ (the director) in interaction with the user; - A valid contract is scanned at the director's secretariat (the secretariat is responsible for it); - It is physically deposited by registration number at the director's secretariat (the secretariat is responsible for it) or in the archives in Building D; - Information on the contract is entered in the central overview/list (see the structure below in Appendix 1) - The digitalized document is saved in the respective directory on a shared disk (corresponding to the Institute's organizational structure); user access rights are verified or newly assigned (the secretariat's responsibility), the file name corresponds to the terminology specified in Appendix 2; - A digital copy is sent by email to the user with the respective reference to the place (directory) where the document is saved on a shared network disk (the secretariat is responsible for it); • The setting of access rights to contract archives (except for personnel and payroll agenda) <ul style="list-style-type: none"> - The directory structure of the network disk (X) is created so as to correspond to the Institute's organizational structure; - The access rights for the given area are automatically given to the head and deputy head; - Superiors (n+1) have an automatic access to lower units. • Retrospective scanning of contracts in force <ul style="list-style-type: none"> - The retrospective scanning of contracts still in force is implemented gradually, i.e. it begins from the top of the organizational structure and, after one part is completed, another unit begins to be digitized. - After the scanning, the user of the original physical (paper) contracts

	<p>confirms that the new digital archive is complete and the content corresponds to the handed physical documents.</p> <ul style="list-style-type: none"> • Digitization / Archiving for personnel and payroll agenda: <ul style="list-style-type: none"> - These are not included; - Contracts with the Institute's employees continue to be only in the physical form, available at the personnel department. • IT <ul style="list-style-type: none"> - Provision of access to the shared disk; - Creation of a directory structure; - (Continuous) backup of the entire directory with contracts.
BEGINNING	<ul style="list-style-type: none"> • THE BEGINNING OF RECORD DIGITIZATION AS OF JUNE 10 2014 (INCLUSIVE); • RETROSPECTIVE DIGITIZATION / ELECTRONIZATION FOR ALL CONTRACTS VALID FOR MORE THAN 3 MONTHS BEGINNING WITH JUNE 10, 2014, I.E. AT LEAST UNTIL SEPTEMBER 9, 2014
RESPONSIBILITY OF NOTE	<ul style="list-style-type: none"> • Technical-Economic Administration, M. Drahoňovský <p>Cooperation</p> <ul style="list-style-type: none"> • IOCB Director's secretariat, M. Baňková • IT, M. Sokol

Appendices

Appendix 1:

The structure of the central contract register:

- IOCB reference number;
- Contract registration number;
- Supplier/Customer, i.e. the official name of the supplier or customer;
- Tax Identification Number – IČO (supplier/customer);
- Contract type (category – e.g. construction work, legal services etc.);
- Unit in charge (number), connection to the organizational structure (it subsequently determines also access rights for the head and deputy head);
- Contract date (year/month/day);
- Contract validity until (year/month/day);
- Notice period (in months);
- Subject of the contract;
- Overall performance of the contract in CZK incl. VAT;
- Overall performance of the contract in CZK excl. VAT;
- Notes.

Appendix 2:

An example for supplier contracts:

- 001-2014_ChladekTintera_UOCHB_StavbaBudovaB_20140406.pdf
- 002-2014_ChladekTintera_UOCHB_StavbaBudovaB-Priloha1_20140408.pdf

The construction contract has been concluded between the company Chládek and Tintěra and the UOCHB. It has one appendix. The registration number of the contract is at the beginning of

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the file. The file name ends with the date of the beginning of the contract in the format year-month-day.

An example for customer contracts:

- 003-2014_UOCHB_Dr.Pokus_PronajemLekarskeOrdinace_20140101.pdf

The contract has been signed by the Institute as the supplier with Dr. Pokus for medical office lease. The file name ends with the date of the beginning of the contract in the format year-month-day.

Appendix 3:

The structure of the directories (areas) on the shared disk (see the shared disk):

>> 1. The persons who are authorized to enter data in the archive attach this bundle for
>> the contract archive as a network unit >> <\\samba.uochb.cas.cz\archivsmluv>
>>
>> The authorization to enter data and to access this archive has been set for Ing.
>> Drahoňovský and the secretariat (M. Baňková and M. Munzar). The directory structure in the
folder corresponds to the organizational structure of the Institute.
>>
>> 2. Group leaders and their deputies, who are to have read-only access,
>> attach this archive as a network unit >> <\\samba.uochb.cas.cz\archiv>
>>
>> These users are authorized to read only the subfolders of the department of which they are
members.

If a contract does not fit into any category, it is automatically included in the "Secretariat" directory.