

Organizational Rules of the National Technical Museum

Applicable from:	2 January 2008
For the information of:	all staff
Applicability:	Organization and Management
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Co-ordinator of this regulation:	General Director

Article I: Basic Details

- 1) The National Technical Museum (hereafter NTM) is an organization partly subsidized from the state budget, established by the Ministry of Culture of the Czech Republic (hereafter Ministry) under Foundation Charter ref. no. 17.476/2000 dated 27 December 2000 and Ministry of Culture Decision No. 16/2004 dated 5 November 2004.

Name of the organization: **National Technical Museum**

Registered office of the organization: Kostelní 42, 170 78 Prague 7

Identification No. of the organization: 00023299

Designation of founder: **Ministry of Culture of the Czech Republic**
Maltézské nám. 1, 118 11 Prague 1

- 2) The NTM acts entirely independently on its own behalf in legal relations and bears the responsibility and rights arising from these under the generally applicable legal regulations of the Czech Republic.
- 3) The NTM forms a unified functional, organizational and financial unit, and works with other institutions and other legal entities and natural persons in performing its tasks.
- 4) The NTM's managing body is the Ministry of Culture of the Czech Republic.
- 5) In its activities the NTM is governed primarily by Act No. 122/2000 Coll., generally applicable legal regulations, the Ministry's foundation documents, the Ministry's instructions and decisions, and the organizational rules and internal regulations of the NTM.
- 6) For the management of all work procedures with the aim of performing its activities the NTM issues the following internal regulations and standards:
 - a) **Rules of the National Technical Museum**, which are the highest level legal standard (regulation) within the organization
 - b) **Directives of the General Director**, which are a lower level legal standard (regulation) within the organization
- 7) The NTM also issues work orders and instructions to unify procedures and performance of tasks arising from the NTM's subject of activity, namely:
 - a) **Orders of the General Director**, which are binding for all staff and take precedence over other similar work orders and instructions. An Order of the General Director must be in conformity with the Rules and Directives.

- b) **Work Instructions of Deputy Director and Vice Directors**, binding for all staff and prepared in conformity with the Rules, Directives and Orders of the General Director.

Article II: Core Activities

- 1) The subjects of activity of the NTM are in particular:
 - a) assembling collections of material evidence showing the development of technology, industry, transport, architecture and science of Czech and foreign provenance, but in particular from the territory of the Czech Republic, and creating collections based on scientific knowledge and its own collections creation concept
 - b) administration of a specialist library and a collection of documents of an archive nature
 - c) creation and administration of collections pursuant to Act No. 122/2000 Coll. on protection of collections of a museum nature, as amended
 - d) furnishing of specialist documentation in written, image, sound and multi-media form for collection items
 - e) specialist preparation of collection items, including researching knowledge acquired on the development of technology, science and society
 - f) scientific research and documentation of the environment from which the NTM has acquired collection items
 - g) presentation of collection items, specialist documentation for them and knowledge acquired by specialist preparation, in particular through permanent exhibitions, short-term exhibitions, its own publication, educational and lecturing activities in the Czech Republic and abroad and other cultural and educational activities designed for the general public
 - h) borrowing and lending collection items for exhibitions and displays organized by the NTM or other entities in the Czech Republic and abroad or for the purpose of their scientific examination, preparation, conservation or restoration, on the precondition that their safety and protection is assured pursuant to generally applicable regulations, in particular pursuant to Act No. 122/2000 Coll. The NTM enables researchers to study its collections under the conditions stipulated by Act No. 122/2000 Coll, in the wording of later regulations and its own Rules for Researchers

- i) issuing and public dissemination of periodical and non-periodical publications, and audio and video recordings, including exchanging them with institutions at home and abroad
- j) organizing (independently or in cooperation with other natural persons or legal entities) specialist conferences, symposia and seminars relating to the subject of activity and displaying of borrowed items of cultural value
- k) organizing cultural and educational programmes arising from the subject of activity (specialist, lecture, film and multimedia) and special museum-related educational programmes
- l) participation and activity in professional associations, including international ones, for the purpose of coordinating specialist activities and exchange of information
- m) issuing and maintaining files for certificates for the export of items of cultural value pursuant to Act No. 71/1994 Coll. and amended No. 88/2004 Coll, in the applicable wording, and based on authorization by the Ministry
- n) cooperation with domestic and foreign partners in the field of its activity
- o) performance of activities arising from the subject of activity and in relation to provision of publicly accessible premises, in particular:
 - enabling paid and free visits to displays, exhibitions and other cultural events
 - provision of other paid and free services arising from the subject of activity
 - collection of charges for creation of all types of reproduction of items from the NTM collections, provision of photographs, negatives, ectachromes, digital reproductions and other reproductions from the NTM collections
 - sale or sale through third parties of catalogues, souvenirs and other goods promoting the subject of activity, copies, replicas and other reproductions of collection items, products from precious materials with appropriate artistic standard, audio and video recording media and other goods
 - temporary leasing of unused premises in buildings for which it exercises management right where this is not at variance with the NTM's cultural mission

- provision of conservation and restoration services and classroom and laboratory services and other services in the field of its core activity
 - provision of advertising services in making its collections available
 - preparing expert opinions, research and expertise reports and advisory activities
- p) provision of information services relating to the subject of activity
- q) provision of specialist assistance and services pursuant to Appendix 5 of Ministry of Culture Decree No. 275/2000 Coll., as amended, to owners of collections of a museum nature.
- 2) Provision of standardized public services pursuant to Act No. 483/2004, by which Act No. 122/2000 Coll. is changed, as amended.
- 3) Non-core activities of the NTM are other operations, in particular leasing of the organization's flats, leasing of other facilities not stated in core activities, leasing of advertising spaces, advertising, leasing of licences for registered trade-marks and industrial design rights or authorship rights held by the NTM, administration of employee licences etc

Article III: Organisation and Management

- 1) The General Director of the National Technical Museum is the statutory body.
- 2) The General Director of the NTM is appointed to the post by the Minister of Culture, to whom he/she is responsible for performance of the NTM's tasks. In his/her activities the General Director of the NTM is bound by generally binding legal regulations, directives and orders of the Ministry and through these also by resolutions of the Czech Government. In questions of specialist guidance the General Director also observes the directives and other internal normative acts of the Ministry. The General Director is the top management body of the NTM, who delegates management and organization of tasks in conformity with these Organizational Rules to the Deputy General Director and Vice Directors. These then delegate tasks to directors of departments and section heads.
- 3) A deputy of the statutory body is appointed by the General Director. The Deputy General Director for presentation, operations and construction, the Vice Director for collections creation and the Vice Director for finance and economics are appointed to their posts by the museum's General Director.

- 4) The Director of the Railway Museum deputizes for the museum's General Director to the defined extent of his/her authority. The Director of the Railway Museum is appointed to the post by the museum's General Director.
- 5) The Director of the Architecture and Construction Museum deputizes for the museum's General Director to the defined extent of his/her authority. The Director of the Architecture and Construction Museum is appointed to the post by the museum's General Director.
- 6) Directors of departments, section heads and sub-section staff are authorized to perform legal acts on behalf of the museum to the extent of their authority. Directors of departments are appointed to their posts by the museum's General Director.
- 7) The NTM's basic organizational units are its divisions, departments and sections and sub-sections. Divisions are managed by the General Director, the Deputy General Director and vice Directors, departments are managed by directors of departments and department heads and sections are managed by section heads. Section heads and sub-section staff have the authority and responsibility derived from the field of activity of their department.
- 8) The General Director has his/her own specialist and advisory bodies.
- 9) The specialist advisory bodies to the General Director are: the Scientific Board, the Museum Board, the Collections Creation Board, The Editorial Board and the Dramaturgy Board. The advisory bodies have no executive managing authority.
- 10) An integral part of these Organizational Rules is the organizational chart of the National Technical Museum.

Article IV: Divisions

1) Division of the General Director

The Division of the General Director consists of departments directly managed by the General Director. These departments secure basic activities exclusively within the competence of the General Director. These are:

(a) The General Director's Office

The duties of the General Director's Office cover mainly services of the secretariat of the General Director and his/her deputies, coordination and information activities. Other tasks are to manage, organize and perform administrative activities relating to the museum's operation at the level of the General Director, the Deputy General Director and vice Directors, including correspondence. To prepare documentation from the General Director's meetings, to check the progress of the tasks assigned by the General Director, the Deputy General Director and vice Directors, to organize and ensure implementation of the General Director's plan for the day, to provide service for the General Director and his/her Deputies and to manage the entertainment fund. In the information field, to secure transfer of information and communication between the General Director and other museum staff, the superior body and the museum's partners.

(b) Personnel Section

The duties of the Personnel Section are mainly the concept and implementation of personnel policy, organizing professional education and training, administration of labour relationships, recruiting staff, hiring, transferring and dismissing staff, keeping personnel files and related work records and cooperating in resolving interpersonal relations, and preparing statements from personnel work.

(c) Internal Audit

The duties of the Internal Audit Section are mainly organization and methodology of audits, provision of financial audits, noting and dealing with comments, suggestions and complaints from staff and the public, checking that work procedures conform to general and internal legal regulations, mapping risks and analyzing them and forming a concept for preventive measures.

(d) Legal Section

The duties of the legal section cover the field of internal and external legal services, ie organization of internal NTM's legislative activities, provision of legal analyses, drawing up specimen and specific agreements, and representing the museum in legal disputes.

(e) PR

The duties of the Public Relations Section is to conceive projects for positive perception of the museum and its representatives, keep the public informed, manage the NTM's brand name, communicate with the media and partners, and support the museum's position in professional organizations at national and supranational level.

(f) Advisor to the General Director

The duties of the advisor to the General Director are to prepare source documentation and materials to deal with difficult specialist questions, including the development of the NTM with respect to contemporary museology and a methodology centre for the technical museum activity sector.

2) Collections Creation Division, Chief Curator

He/she directs the collections creation activity in conceptual terms for the fields represented in the NTM, presents the results of collections creation activity in all respects, and carries out his/her own scientific activities. He/she arranges for acquisitions, records, administration and protection of collections. He/she deals professionally with material, literary, audiovisual and archive sources concerning the development of science and technology. He/she cooperates in creative terms in preparation of the museum's displays, exhibitions and publications.

(a) Architecture and Construction Museum

The Architecture and Construction Museum is a separate collections and operating department of the museum, documenting and presenting collections from the field of architecture and construction.

- Architecture and Construction Museum's Collections Section

The duties of the Architecture and Construction Museum's Collections Section are mainly collections creation activity, specialist care and documentation of the collections stock, research and study in the history of architecture and construction and making the findings obtained available particularly in the study depository.

- Architecture and Construction Museum's Operations Section

The duties of the Architecture and Construction Museum's Operations Section are mainly preparation and mounting of exhibitions, securing of presentations of the collections stock and information data, securing restoration and conservation activities and administration of the Architecture and Construction Museum's operation.

(b) Railway Museum

The Railway Museum is a separate collections and operating department of the museum, documenting and presenting collections from the field of railways and rail transport.

- Railway Museum's Collections Section

The duties of the Railway Museum's Collections Section are mainly collections creation activity, specialist care and documentation of the collections stock, research and study in the field of the history of railways and rail transport and making the findings obtained available particularly in the Railway Museum's own premises.

- Railway Museum's Operations Section

The duties of the Railway Museum's Operations Section are mainly preparation and implementation of the museum's own activities, securing presentations of the collections stock and information data, restoration and conservation activities and administration of the Railway Museum's operation.

(c) Science and Research Department

The Documentation and History of Technology Department performs in particular its own research in the field of the history of technology and participates in the organization of scientific activities. It deals professionally with material, literary, audiovisual and archive sources concerning the development of science and technology and provides a service for researchers. It cooperates in creative terms in the preparation of the museum's displays, exhibitions and publications. It looks for suitable resources for funding the museum's activities from grants and other sources and secures expert paid work for natural persons and legal entities in the Czech Republic and abroad.

- History of Science and Technology and Grants Section

The duties of the History of Science and Technology and Grants Section are mainly research and documentation activities and support of research. It documents the history of science and technology, and makes the results of its activities available to the lay and professional public through publication activities and lectures. It organizes seminars and conferences.

- Archive

The duties of the NTM archive are mainly compilation, specialist preparation and making available archive materials on the history of technology, industry, the natural sciences and crafts in the Czech Lands in the world development context. It prepares reports and presentations in the field of the history of technology for third parties, carries out its own research, publication and presentation activities and methodologically manages and handles the museum's archive.

- Library

The duties of the NTM library are mainly acquisition of publications, audiovisual media and dealing with these, reviewing the library stock, dealing with the reserve library stock, arranging for the binding of books and magazines, preparing bibliographies and providing loan services between libraries and services to readers.

- Research laboratories

The duties of the Research Laboratories are scientific laboratory research into materials and technologies, laboratory research into revitalizing, restoration and conservation procedures and expert activities.

- Multimedia studio and digitalization

The duties of the Multimedia Studio and Digitalization are mainly digitalization of documentary material, photographic and reproduction work, documenting the collections stock, documenting the museum's activities, reprographic work for researchers in photographic and digital form, visual documentation of disappearing techniques and technologies and the museum's activities, production of audiovisual programmes with a technology theme, cooperation in preparation of museum events, production of photographs and audiovisual records, multimedia and technical support for events, technical support for multimedia facilities at exhibitions, securing the

operation of a media library and administration of the collection of carriers of audiovisual and data records.

(d) Collections Administration and Logistics Department

This handles records, administration and protection of collections.

- **Central Records Section**

The duties of the Central Records of Collections Section is to create and administer a central data bank for records of collections, to keep and operate a separate database of items recommended by the Advisory Body for collections creation activities for the purpose of special records, to record photo-documentation and loan agreements for collections, to coordinate modifications in the database and to check the progress of handling collections in specialist sections. It also secures regular and special stock-taking of collection items.

- **Depositories and Conservation Work Section**

The duties of the Depositories and Conservation Work Section are administration of collections, operation of the depositories in Čelákovice and Chomutov and their logistics. The Section stipulates the operating regime for depositories, secures minor maintenance jobs, determines the rules for storage, designation and movement of collection items, and secures research activities in depositories. Other duties of the Section are conservation of collection items, checking and ensuring climatic conditions in depositories, exhibitions and displays, and methodological guidance of individual sections' conservation and renovation activities. To the extent required, it arranges for craft skills for mounting exhibitions and carrying out necessary repairs of exhibits and display structures.

- **Restoration and Drying of Frozen Archive Material Section**

The duties of the Restoration and Drying of Frozen Archive Material Section are specialist restoration of collection items, stipulating specialist care after restoration work, and production of replicas and models for study purposes. Also performance or provision of examination of collection items for restoration and developing restoration technologies for the museum's requirements. The main duties of staff of the drying room for frozen archive material are supervision of the temporary storage of frozen archive material, its specialist unfreezing and drying and arranging for its

specialist disinfection. Also development of drying technology and subsequent care of archive material.

(e) Collections Creation Department

The Collections Creation Department is sub-divided into collection sections, which are managed by a section head. The individual sections also create, document and administer a number of collections. Their main duties are devising a collections creation concept, documentation of the collections stock and development in the particular field, all-round presentation of the results of collections creation activities, carrying out their own scientific activities in the field of research into the history of technology, including publication of results and organization of scientific activities and methodological cooperation with third parties.

- Exact Sciences and Geodesy Section
- Chemistry and Biotechnology Section
- Mining and Metallurgy Section
- Mechanical Engineering, Consumer Industry and Polygraphy Section
- Electrical Engineering, Information Technology and Acoustics Section
- History of Transport Section
- Photography and Cinema Section
- Industrial Design Section

3) Finance and Economics Division

(a) Finance and Economics Department

The Finance Department, in addition to drawing up the budget (planning and use of budgeted funds) secures the activities of the museum in the fields of accounting, reporting and statistics, work and payroll records, including monitoring the financial performance development of the museum and preparing the corresponding economic analyses and forecasts. The activities of the Finance and Economics Department also include securing the operation of the stock-keeping system.

(b) General Accounting Department

The General Accounting Department provides comprehensive accounting and statistical records, up to final preparation of standardized accounting and statistical statements. It supervises implementation and record-keeping of the museum's cash flows.

(c) Financial Accounting Department

The Financial Accounting Department secures the implementation and subsequent record-keeping of cash flows (cash and cashless), including admission ticket cash desk service.

(d) Wages Accounting Department

The Wages Accounting Department carries out and keeps records of all activities concerning wages, up to final standardized records, accounting and statistical statements.

(e) Assets Accounting Department

The subject of activity of the Assets Accounting Department is mainly administration of the museum's assets in accordance with the applicable financial and legal standards, and also securing the operation of the stock-keeping system.

(f) Marketing, Grants and Special Resources Section

The Marketing, Grants and Special Resources Section secures the implementation and funding of the museum's activities from other than budgeted funds. It supervises adherence to the financial conditions and cash flows of grants utilized, including use of funds from sponsors' contributions or public fund-raising.

4) Presentations, Operations and Exhibitions Division

The Presentations, Operations and Exhibitions Division is sub-divided into two departments: the Presentations and Public Relations Department and the Operations, Investment, Health and Safety at Work and Fire Protection Department. It is managed by a Deputy General Director.

(a) Presentation and Public Relations Department

- Exhibitions and Displays Section

The duties of the Exhibitions and Displays Section are mainly in the fields of production of the museum's own and visiting exhibitions and mounting permanent displays, cooperation with the authors of librettos, scripts and display designs, in the field of care of the artistic design and appearance and state of the displays and other areas of the museum open to the public, and to provide an information and orientation system for the museum.

- Presentations and Publications Section

The duties of the Presentations and Publications Section are to provide media statements concerning the NTM, its activities and collections, to build and foster the reputation of the NTM, regularly to monitor and update the museum's web presentation, to organize meetings with the press for selected museum events, and to cooperate with advertising and travel agencies. To popularize the collections and the cultural heritage managed by the museum, to issue publications and printed materials arising from the museum's activities, and to arrange for their production, distribution and sale. It cooperates closely with the PR department.

- Lecturing Services and Museum Education Section

The duties of the Lecturing Services and Museum Education Section are mainly the area of creating programmes for life-long education in the fields of the exact sciences, the history of technology and industry, the guide service and special programmes for the public.

(b) Operations, Investment, Health and Safety at Work and Fire Protection Department

- Investment Section

The duties of the Investment Section are the investment development of the museum, implementation of approved investments and coordination of investment actions and projects with the museum's operations and strategic plans. This is in particular activity relating to preparation of investment projects, preparation of investment plans, selection of engineering services, project design activities,

specialist surveys and building contractors. Also professional communication with and checking of suppliers of investment projects, attending inspection days, checking of invoicing, and management and control of hired construction site supervisors. Also acceptance of investment projects, handling claims proceedings and dealing with authorities in respect of construction law. It secures the organizing of tenders in accordance with the law for supply of goods and services for the NTM.

- Operations, Administration and Maintenance Section

The duties of the Operations, Administration and Maintenance Section are technical management and maintenance of premises, power, waste management, protection and guarding of buildings and exhibitions, vehicle fleet operation, inspection in connection with the fitness for use of machinery and equipment, health and safety at work and fire protection, and cleaning of all areas of the museum's main building and other premises used by the museum.

- IT and Document Registry Section

The section's duties are mainly development, maintenance and securing of information and communication networks (fixed and mobile telephone networks, Intranet network, data control network), standardization of the SW and HW in use and also the activities of the Registry Office, which is receipt, basic sorting and distribution of mail consignments and documents, keeping delivery ledgers, recording movement of documents, their archiving and preparation for shredding, and sending mail.

5) Specialist Advisory Bodies Division

(a) Scientific Board

The museum's Scientific Board is an advisory body to the General Director. Its members are appointed by the General Director from the ranks of prominent representatives of culture, science and technology, and representatives of industry and societal life. The task of the Scientific Board is to evaluate conceptual questions relating to the NTM's core activities and its development.

(b) Museum Board

The Museum Board is an advisory body to the General Director. The members of the Museum Board are appointed by the General Directors from current and former employees of the museum. The task of the Museum Board is to recommend conceptual solutions and strategies for the museum in the museum's specialist field of activity.

(c) Collections Creation Board

The Collections Creation Board is an advisory body to the General Director set up for the performance of tasks under the Collections Act. The members of the Collections Creation Board are appointed by the General Director from the ranks of prominent persons in the field of Czech museology, experts in historical and contemporary technology and specialist staff from the museum. The task of the Board is to evaluate conceptual questions relating to the NTM's collection activities.

(d) Editorial Board

The Editorial Board is an advisory body to the General Director. The members of the Editorial Board are appointed by the General Director from staff of the museum and persons outside the museum from the fields of history and museology. The task of the Editorial Board is to make recommendations to the General Director on the issuing of publications arising from the NTM's professional activities.

(e) Dramaturgy Board

The Dramaturgy Board is an advisory body to the General Director. The members of the Dramaturgy Board are appointed by the museum's General Director. It prepares recommendations for the General Director regarding questions of permanent displays and the exhibition programme, namely exhibitions created in the museum, as well as visiting exhibitions.

Article V: Special and Final Provisions

1) Invalidation Provisions

- a) On the date of the amended Organizational Rules coming into force, the Organizational Rules of the National Technical Museum dated 1 March 2007 shall become in valid.
- b) The internal regulations issued before the date of the amended NTM Organizational Rules coming into force shall remain valid until they are amended; and only those parts of them which are at variance with these Organizational Rules or a generally applicable regulation shall become invalid.

2) Validity and Effect

- a) These Organizational Rules come into force on the date of issue.

Mgr. Horymír Kubíček

NTM General Director

2 January 2008 in Prague