

# Habilitation Procedure and Procedure to Qualify for Professorship

Directive

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<b>Drafted by:</b>	doc. Ing. et Ing. Renáta Myšková, Ph.D.	23.3.2024	Signature:
<b>Approved by:</b>	prof. Ing. Jan Stejskal, Ph.D.	23.3.2024	Signature:
<b>Approved by:</b>	Scientific Board of the Faculty	11.4.2024	Signature:

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# **Habilitation Procedure and Procedure to Qualify for Professorship**

## **Article 1 Introductory Provisions**

- (1) The principles of the habilitation procedure and procedure to qualify for professorship (hereinafter referred to as the “procedure” or “proceedings” depending on the context) are laid down in Sections 71-75 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendment to Other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”).
- (2) This Directive governs the organizational and procedural requirements of the habilitation procedure and the procedure to qualify for professorship at the Faculty of Economics and Administration of the University of Pardubice (hereinafter referred to as the “Faculty”).

## **Article 2 Documents to be Submitted by the Candidate together with Application**

- (1) The documents that the candidate is required to submit together with an application to commence habilitation proceedings and proceedings to qualify for professorship (hereinafter the “professorship proceedings”) are specified in Section 72(2) of the Act, or Section 74(2) of the Act respectively.
- (2) Other documents that must be submitted together with the application include:
  - a) an overview of the candidate’s involvement with the Faculty and the Faculty staff as well as the grounds for submitting the application to commence habilitation proceedings or proceedings to qualify for professorship in the respective field of expertise of the Faculty if the proceedings are commenced upon motion of the candidate;
  - b) a written assessment prepared by the candidate’s superior on his or her research and teaching activities and experience; a complete list of students’ evaluation comments shall be attached to the confirmation of the applicant’s teaching activities in the core subject during the previous academic year, if the institution’s internal information system allows this;
  - c) candidate’s self-assessment based on the requirements approved by the Scientific Board of the Faculty (see Annex 1 and 2 hereto), attached to which is a complete list of documents for the assessment of individual criteria;
  - d) original copies or carbon copies of 5 major publications;
  - e) a proposal of 3 topics for a talk to be given before the Scientific Board of the Faculty during the habilitation proceedings and a proposal of 3 topics for a talk to be given before the Scientific Board of the Faculty and the Scientific Board of the University of Pardubice during the professorship proceedings, including their outline;
  - f) an overview of the applicant’s activities in the so-called third role of universities aiming at the creation and development of professional communities, U3V, listing of outreach activities, public lectures, feedback on the applicant’s work from outside academia, etc.
- (3) A habilitation thesis must be submitted in 4 copies for the habilitation proceedings; a habilitation thesis outline of 15-20 pages must be presented as ready for printing (i.e. one printed copy and one in electronic form).
- (4) For the professorship proceedings, the candidate shall, after consultation with the Dean of the Faculty, produce written opinions of at least three professors appointed in the same or related fields.

### Article 3 **Commencement of Proceedings**

- (1) The proceedings will be commenced on the basis of a written application submitted by the candidate to the Dean of the Faculty. The professorship proceedings may also be commenced upon the Dean's motion, submitted to the Scientific Board of the Faculty, or it may also be commenced by the Scientific Board of the Faculty of its own initiative.
- (2) The habilitation candidate must have a minimum of three-year systematic full-time higher education research and teaching experience or equivalent higher education part-time research and teaching experience or equivalent higher education research and teaching experience in another form of employment relationship. The candidate must hold any of the following degrees: Ph.D, Dr., CSc. or DrSc. Further, the candidate should be expected to continue to engage in systematic academic, research and teaching activities.
- (3) The professorship candidate must have a minimum of five-year systematic full-time higher education research and teaching experience or equivalent higher education part-time research and teaching experience or equivalent higher education research and teaching experience in another form of employment relationship in his or her field of expertise; a minimum of two years of such experience must correspond to his or her associate professorship. The candidate must hold any of the following degrees: Ph.D, Dr., CSc. or DrSc and must be an associate professor in the same or related field to that in which he or she wishes to qualify for professorship. Further, the candidate should be expected to continue to engage in academic teaching activities.
- (4) The proceedings are deemed to be commenced on the date when the application is submitted.
- (5) The application must include the essentials required under Article 2. The application must also specify the field in which the proceedings are to be commenced provided that the Faculty is competent to implement the proceedings in such a field.
- (6) The application will be recorded by the Dean's Office. The Dean or an authorized Vice-Dean shall assess the completeness, quality as well as both formal and factual accuracy of the documents produced by the candidate.
- (7) If the application lacks any of the requirements, the Dean will invite the candidate to supplement it. If the candidate fails to do so within 1 month, the Dean will terminate the proceedings and return all submitted documents to the candidate.
- (8) Except for the termination of the proceedings under Paragraph 7, the Dean will refer the matter to the Scientific Board of the Faculty, together with a proposal for the composition of the Habilitation Board / Professorship Board depending on the Faculty's situation.

### Article 4 **Habilitation and Professorship Board Appointment**

- (1) If the Scientific Board approves of the application to start the procedure, they approve the Habilitation or Professorship Board.
- (2) The Dean shall submit to the Scientific Board of the Faculty a written proposal for the approval of a five-member Habilitation or Professorship Board and its President. The nomination will include personal details of the members (name, surname, degrees), reasons for their nomination and their consent to the appointment. The Board must be presided by a professor and must be composed of full and associate professors as well as other important representatives of the respective field or related fields. A minimum of three members must be from a higher education institution other than the University of Pardubice. If the candidate is from a higher education institution other than the University of Pardubice, no member of the Board may be an expert from the candidate's home department.

- (3) If the Board nomination fails to be approved by absolute majority of the votes of all members of the Scientific Board of the Faculty, the Dean shall present a new nomination at the next meeting of the Scientific Board of the Faculty for consideration and approval.
- (4) The members of the Habilitation and Professorship Boards are appointed by the Dean.

## Article 5 **Powers and Duties of the Habilitation Board**

- (1) The Habilitation Board
  - a) will appoint three reviewers of the habilitation thesis without undue delay and will provide them with the habilitation thesis to make it possible for them to prepare their reviewers' reports. A maximum of 1 reviewer may be from the University of Pardubice. The President of the Board shall notify the Dean of the Faculty in writing of the names of the reviewers; the Dean shall provide an authorized Vice-Dean with their names to make a record thereof;
  - b) will assess the content and quality of the habilitation thesis on the basis of the reviewers' reports;
  - c) will assess the candidate's research and teaching experience in the given field, including the compliance with the self-assessment criteria as well as any other written documents submitted;
  - d) may invite the candidate for submission of additional documents to check the self-assessment criteria;
  - e) prepare an opinion on the candidate's eligibility for associate professorship, including the reasoning, for the Scientific Board of the Faculty;
  - f) adopts the opinion by secret vote; the opinion is adopted if a majority of all members vote in favour; the Board immediately informs the Dean of the Faculty of the result;
  - g) if the habilitation proceedings are granted leave, the Board shall choose the topic of the habilitation talk.
- (2) If a sufficient number of members is not in favour, it is conclusively presumed that the Habilitation Board recommends that the proceedings be stayed.
- (3) The President or a member of the Habilitation Board authorized by the President shall submit to the Scientific Board of the Faculty either a proposal to appoint the candidate an associate professor, i.e. to continue the habilitation proceedings, or a motion to terminate the proceedings.

## Article 6 **Habilitation Proceedings before the Faculty's Scientific Board**

- (1) The day, the hour and the venue of the habilitation proceedings held before the Scientific Board of the Faculty must be published on the official board no later than 7 days before the meeting of the Scientific Board of the Faculty.
- (2) The portion of the habilitation proceedings before the Scientific Board is held at its public meeting in the presence of the President or an authorized member of the Habilitation Board. The reviewers are also expected to attend the meeting. Any reviewers whose reviews have been negative must attend the habilitation proceedings. The habilitation talk and defense of the habilitation thesis involve candidate's presentation dealing with, without limitation, the global situation and development in the field of habilitation and the candidate's contribution to the respective field. This is followed by a debate on the content and form of the presentation.
- (3) The portion of the habilitation proceedings before the Scientific Board includes:
  - a) election of the scrutineers and the minute's clerk,

- b) presentation of the candidate by the Dean or authorized Vice-Dean;
  - c) consideration of the opinion of the Habilitation Board;
  - d) habilitation talk and subsequent defense of the habilitation thesis of not more than 30 minutes;
  - e) presentation of the reviewers' reports and preparation of questions for the candidate;
  - f) candidate's responses and statements;
  - g) a discussion following the habilitation talk and habilitation thesis defense;
  - h) in-camera debate of the members of the Scientific Board of the Faculty on the application;
  - i) voting of the members of the Scientific Board on the application by secret vote;
  - j) report by the scrutineers and preparation of conclusions;
  - k) immediate public announcement of the outcome of the habilitation proceedings.
- (4) The written opinion of the Habilitation Board, submitted to the Scientific Board of the Faculty, containing the result of the habilitation proceedings (date and time of the meeting, attendance of members, results of voting and justification of the proposal) is attached to the minutes of the meeting of the Scientific Board of the Faculty.
- (5) If a majority of all members of the Scientific Board of the Faculty do not vote in favour of the application, the proceedings are conclusively presumed to be terminated.
- (6) If the Scientific Board decides to terminate the habilitation proceedings, the Dean shall notify the candidate thereof and return the habilitation thesis with the documents.

## Article 7 Professorship Board Rules of Procedure

- (1) The Professorship Board
- a) will assess the qualifications of the candidate, including compliance with the self-assessment criteria, and any other written documents submitted;
  - b) may invite the candidate for submission of additional documents to check the self-assessment criteria;
  - c) will draw up a proposal for the appointment of professor, including its reasoning, for the Scientific Board of the Faculty;
  - d) adopts the opinion by secret vote; the opinion is adopted if a majority of all members vote in favour; the Board immediately informs the Dean of the Faculty of the result;
  - e) if the professorship proceedings are granted leave, the Board shall choose the topic of the talk before the Scientific Board of the Faculty and the Scientific Board of the University of Pardubice.
- (2) If a majority of all members of the Professorship Board do not vote in favour of the application, it is conclusively presumed that Board proposes the proceedings to be terminated.
- (3) The President or a member of the Professorship Board authorized by the President shall submit to the Scientific Board of the Faculty either a proposal to appoint the candidate a professor, i.e. to continue the proceedings, or a motion to terminate the proceedings.

## Article 8 Professorship Proceedings before the Faculty's Scientific Board

- (1) The day, the hour and the venue of the professorship proceedings talk must be published on the official notice board no later than 7 days before the meeting of the respective scientific board.
- (2) The talk is held at a public meeting of the Scientific Board of the Faculty in the presence of the President or an authorized member of the Professorship Board, and subsequently at a public meeting of the Scientific

Board of the University of Pardubice. The talk involves candidate's presentation dealing with, without limitation, the global situation and development in the field and the candidate's contribution to the respective field. This is followed by a debate on the content and form of the presentation.

- (3) The professorship proceedings talk also involves a plan for research and teaching activities in the respective field.
- (4) The portion of the professorship proceedings before the Scientific Board of the Faculty includes:
  - a) election of the scrutineers from among the members of the Scientific Board of the Faculty;
  - b) presentation of the candidate by the Dean or authorized Vice-Dean;
  - c) presentation of the members of the Board;
  - d) consideration of the opinions prepared by professors as required by Section 74(2) of the Act;
  - e) presentation of the opinion of the Board;
  - f) candidate's professorship talk (a talk of 30 minutes followed by discussion);
  - g) in-camera debate of the members of the Scientific Board of the Faculty on the application;
  - h) voting of the members of the Scientific Board on the application by secret vote;
  - i) report by the scrutineers and preparation of conclusions;
  - j) immediate public announcement of the outcome of the professorship proceedings.
- (5) The written opinion of the Professorship Board, submitted to the Scientific Board of the Faculty, containing the result of the professorship proceedings (date and time of the meeting, attendance of the members, results of voting and justification of the proposal) is attached to the minutes of the meeting of the Scientific Board of the Faculty.
- (6) If a majority of all members of the Scientific Board of the Faculty do not vote in favour of the application, the proceedings are conclusively presumed to be stayed.
- (7) If the Scientific Board of the Faculty decides to terminate the professorship proceedings, the Dean shall notify the candidate thereof and return any documents submitted by the candidate.

## Article 9

### **Communication and Publication Rules**

- (1) The Dean of the Faculty shall notify the Rector of the commencement of proceedings after it has been approved by the Scientific Board of the Faculty.
- (2) The Dean of the Faculty shall give notice of the commencement of the proceedings as well as of the dates of the respective public meetings of the scientific boards without undue delay on the official notice board; this also applies to notice of the termination of such proceedings under Section 75(1) of the Act.
- (3) The Dean of the Faculty shall refer, on behalf of the Scientific Board of the Faculty, the nomination for Associate Professorship to the Rector for the Rector to issue a decision within 30 days after the meeting of the Scientific Board of the Faculty.
- (4) The Scientific Board of the Faculty shall refer, through the Dean of the Faculty, the nomination for professorship to the Rector for the Rector to issue a decision within 30 days after the meeting of the Scientific Board of the Faculty.
- (5) The nomination will include a written proposal of the Dean for appointment, a copy of the minutes of the meetings of the Scientific Board of the Faculty, reviewer's reports, Board's opinions under Article 5 or 7 hereof, as well as the documents under Article 2 hereof.
- (6) In accordance with Section 75(2) of the Act, notices of the commencement, course and termination of proceedings are given to the Ministry.

## Article 10 Temporary and Final Provisions

- (1) The candidate may challenge the steps taken within the habilitation proceedings. If the Dean does not uphold the objections, the objections are referred to the Rector, whose decision is final.
- (2) The candidate may challenge the steps taken within the professorship proceedings; the Rector considers such objections; the decision of the Rector is final.
- (3) Any proceedings commenced under the Directive No. FES\_SME\_2020\_001-A will continue to be governed by that Directive.
- (4) This Directive was approved by the Scientific Board of the Faculty on 11 April 2024, and its consolidated version becomes effective on the date it is approved.

prof. Ing. Jan Stejskal, Ph.D.  
Dean of the Faculty

### List of annexes

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| Annex No. 1 | Self-assessment criteria for habilitation proceedings  |
| Annex No. 2 | Self-assessment criteria for professorship proceedings |

## SELF-ASSESSMENT CRITERIA FOR HABILITATION PROCEEDINGS AT THE FACULTY OF ECONOMICS AND ADMINISTRATION OF THE UNIVERSITY OF PARDUBICE

- (1) The self-assessment criteria to evaluate the research, teaching and other creative and professional activities of the candidates in habilitation proceedings at the Faculty of Economics and Administration of the University of Pardubice are designed to enable comprehensive evaluation of the candidate's professional activities. The list of the items in each assessment area is not exhaustive, and has been designed to help the Habilitation Board and the evaluation board to define reasonable requirements placed on the candidate.
- (2) The self-assessment criteria constitute mere guidance to commence the respective proceedings. The final assessment of the candidates is based on the opinion of the Habilitation Board and the Scientific Board of the Faculty of Economics and Administration of the University of Pardubice.
- (3) Habilitation proceedings may only involve graduates from doctoral, or equivalent postgraduate, programmes.
- (4) The recommended minimum of points to achieve for the proceedings to commence equals 155 points; a specific minimum to be achieved is defined for each area.

### 1 RESEARCH AND PUBLICATION ACTIVITIES

No.	Assessment Criterion	Weight	Number	Total
1	Completed grant projects and other major international research projects (principal researcher/member of the research team)	30/10		
2	Completed grant projects and other major national research projects such as projects of the Czech Science Foundation (GAČR) or Technology Agency of the Czech Republic (TAČR) (principal researcher/member of the research team)	20/5		
3	Completed grant projects and other major national research projects (department- or industry-specific grant projects and other) research projects (principal researcher/member of the research team)	10/2		
4	Completed commissioned research projects (principal researcher/member of the research team)	8/2		
5	Monograph published with a foreign publisher or an authored chapter in such a monograph (AA)	2		
6	Monograph published in the Czech Republic or an authored chapter in such a monograph (AA)	1		
7	An original peer-reviewed paper in a Jimp journal with non-zero IF registered in the SSCI edition by quartile according to AIS in the year of publication	20/15/10/5		
8	An original peer-reviewed paper in a Jimp journal registered in the ESCI edition	5		
9	An original peer-reviewed paper in a Jsc journal	3		
10	An original peer-reviewed paper in a journal published in a foreign journal (other than a Jimp or Jsc category journal)	1		
11	A paper in conference proceedings listed in the WoS/Scopus database	1		
12	Web of Science citation <sup>1</sup> (Web of Science Core Collection; edition: All)	1, a minimum of 20 and a maximum of 40		



13	Scopus citation <sup>1</sup>	1, a minimum of 10 and a maximum of 20		
	<b>TOTAL</b>			
	<b>MINIMUM</b>			<b>120</b>

Note A: For co-authored paper, the weight will be adjusted depending of the author's share expressed as a percentage.

Note B: Line 7 must include a minimum of 1 paper where the candidate is the first author.

Note C: In Lines 1-4 a minimum of one value must be other than zero.

Note D: The journal publications (Lines 7-10) may only include publications in journals with a scope similar or identical to that of the habilitation proceedings.

<sup>1</sup> When a paper citation is registered in both the Web of Science (WoS) and Scopus, it qualifies only once. Self-citations (of the author or co-author) do not qualify as citations.

## 2. TEACHING AND OTHER CREATIVE ACTIVITIES

No.	Assessment Criterion	Weight	Number	Total
1	University textbooks, professional publication (intended for students, among others), or distance learning materials	8/8/3/3		
2	Teaching at a foreign/Czech university as a member of academic staff (number of years)	a minimum of 3 years		---
3	Member of State Final Examination Boards	1, a maximum of 5		
4	Teaching development projects (University Development Fund Projects - FRVŠ, Ministry of Education Projects) (project leader/project co-leader)	6/3		
5	Internal Development Project Competition or Student Research Grant Competition (project leader/project co-leader)	4/2		
6	Guarantor of a programme/field of study (specialization)	4/2		
7	Implementation of a BA programme of study and being its guarantor	1		
8	Implementation of an MA programme of study and being its guarantor	2		
9	BA/MA thesis supervision	1/ a maximum of 10		
10	International stays (teaching activities), list whole months, 4 one-week Erasmus mobilities = 1 month	2		
	<b>TOTAL</b>			
	<b>MINIMUM</b>			<b>30</b>

## 3. OTHERS PROFESSIONAL ACTIVITIES

No.	Assessment Criterion	Weight	Number	Total
1	Member of a scientific body or institution	1		
2	Member of a scientific (programme) committee of a national/international conference	1		
3	Member of an editorial board of a journal published abroad	3		
4	Member of an editorial board of a Czech journal	2		
5	Member of bodies of Czech and international grant agencies	1		
6	Professional awards	1		
	<b>TOTAL</b>			
	<b>MINIMUM</b>			<b>5</b>

## SELF-ASSESSMENT CRITERIA FOR PROCEEDINGS TO QUALIFY FOR PROFESSORSHIP AT THE FACULTY OF ECONOMICS AND ADMINISTRATION OF THE UNIVERSITY OF PARDUBICE

- (5) The self-assessment criteria to evaluate the research, teaching and other creative and professional activities of the candidates in proceedings to qualify for professorship at the Faculty of Economics and Administration of the University of Pardubice are designed to enable comprehensive evaluation of the candidates' professional activities. The list of the items in each assessment area is not exhaustive, and has been designed to help the board to define reasonable requirements placed on the candidate. The candidates are expected to exceed the criteria defined herein.
- (6) The self-assessment criteria constitute mere guidance to commence the respective proceedings. The final assessment of the candidates is based on the opinion of the Professorship Board and the Scientific Board of the Faculty of Economics and Administration of the University of Pardubice.
- (7) Only a candidate who has completed habilitation proceedings is eligible for the commencement of professorship proceedings.
- (8) The recommended minimum of points to achieve for the proceedings to commence equals 320 points; a specific minimum to be achieved is defined for each area.

### 1 RESEARCH AND PUBLICATION ACTIVITIES

No.	Assessment Criterion	Weight	Number	Total
1	Completed grant projects and other major international research projects (principal researcher/member of the research team)	30/10		
2	Completed grant projects and other major national research projects such as projects of the Czech Science Foundation (GAČR) or Technology Agency of the Czech Republic (TAČR) (principal researcher/member of the research team)	20/5		
3	Completed grant projects and other major national research projects (department- or industry-specific grant projects and other) research projects (principal researcher/member of the research team)	10/2		
4	Completed commissioned research projects (principal researcher/member of the research team)	8/2		
5	Monograph published with a foreign publisher or an authored chapter in such a monograph (AA)	2		
6	Monograph published in the Czech Republic or an authored chapter in such a monograph (AA)	1		
7	An original peer-reviewed paper in a Jimp journal with non-zero IF registered in the SSCI edition by quartile according to AIS in the year of publication	20/15/10/5		
8	An original peer-reviewed paper in a Jimp journal registered in the ESCI edition	5		
9	An original peer-reviewed paper in a Jsc journal	3		
10	An original peer-reviewed paper in a journal published in a foreign journal (other than a Jimp or Jsc category journal)	1		
11	A paper in conference proceedings listed in the WoS/Scopus database	1		

12	Web of Science citation <sup>1</sup> (Web of Science Core Collection; edition: All)	1, a minimum of 30 and a maximum of 40		
13	Scopus citation <sup>1</sup>	1, a minimum of 20 and a maximum of 40		
	<b>TOTAL</b>			
	<b>MINIMUM</b>			<b>200</b>

Note A: For co-authored paper, the weight will be adjusted depending of the author's share expressed as a percentage.

Note B: The candidate is expected to be the principal researcher in a minimum of one of the projects in Line 1 or 2.

Note C: Line 7 must include a minimum of 2 papers where the candidate is the first author.

Note D: A minimum number of points to be achieved in Lines 5 and 6 is 4.

Note E: The journal publications (Lines 7-10) may only include publications in journals with a scope similar or identical to that of the habilitation proceedings.

<sup>1</sup> When a paper citation is registered in both the Web of Science (WoS) and Scopus, it qualifies only once. Self-citations (of the author or co-author) do not qualify as citations.

## 2. TEACHING AND OTHER CREATIVE ACTIVITIES

No.	Assessment Criterion	Weight	Number	Total
1	University textbooks, professional publication (intended for students, among others), or distance learning materials	8/8/3/3		
2	Teaching at a foreign/Czech university as a member of academic staff (number of years)	a minimum of 5 years		---
3	Teaching development projects (University Development Fund Projects - FRVŠ, Ministry of Education Projects) (project leader/project co-leader)	6/3		
4	Internal Development Project Competition or Student Research Grant Competition (project leader/project co-leader)	4/2		
5	Guarantor of a programme/field of study (specialization)	4/2		
6	Implementation of a BA programme of study and being its guarantor	1		
7	Implementation of an MA programme of study and being its guarantor	2		
8	Implementation of an PhD programme of study and being its guarantor	3		
9	MA thesis supervision	1/ a maximum of 10		
10	Supervisor of a PhD candidate who has defended the dissertation <sup>1</sup>	15/ a minimum of 15		
11	Supervisor of a PhD candidate who has passed the state doctoral examination <sup>1</sup>	5		
12	International stays (teaching activities), list whole months, 4 one-week Erasmus mobilities = 1 month	2		
13	Reviewer of dissertations and habilitation theses	1, a maximum of 5		

14	Member of Dissertation and Habilitation Boards	2, a maximum of 10		
	<b>TOTAL</b>			
	<b>MINIMUM</b>			<b>105</b>

<sup>1</sup> One PhD candidate may be included only once.

### 3. OTHERS PROFESSIONAL ACTIVITIES

No.	Assessment Criterion	Weight	Number	Total
1	Member of the scientific board of a university, faculty or research institution	2/a term		
2	Member of a scientific body or institution	1		
3	Member of a scientific (programme) committee of an international conference	1		
4	Member of an editorial board of a journal published abroad	3		
5	Member of an editorial board of a Czech journal	2		
6	Member of bodies of Czech and international grant agencies	1		
7	Professional awards	1		
	<b>TOTAL</b>			
	<b>MINIMUM</b>			<b>15</b>

**List of Amendments and Revisions of a Controlled Document**

<b>Version</b>	<b>Date</b>	<b>Amendment/revision</b>	<b>Name and signature of the responsible person</b>
A		Version No. 1	
B	1. 4. 2024	Amendments to Annexes No. 1 and 2	doc. Ing. et Ing. Renáta Myšková, Ph.D.