



Dean's Measure No. 6/2026

Rules of Working Procedures Ensuring the Proper Performance of Expert Activities at FFPW USB

I. Introductory Provisions

Expert activity is an activity carried out in the public interest.

The result of expert activity is an expert opinion, which may be prepared exclusively in connection with the legal acts of a given entity. An expert opinion is one of the possible pieces of evidence, in court or administrative proceedings. Its purpose is to obtain information that is essential for the given proceedings and that depends on the expert knowledge of the authors of the expert opinion.

To ensure the highest quality of expert opinions, this measure is issued, laying down more detailed conditions for the proper performance of expert activities in accordance with Act No. 254/2019 Coll., on Experts, Expert Offices and Expert Institutes, and Decree No. 503/2020 Coll., on the Performance of Expert Activities.

II. Organisational Arrangements for Expert Activities

(1) In accordance with the faculty's expert authorisation, expert opinions of the faculty may be prepared only by authorised persons who possess sufficient theoretical knowledge and practical experience in the field that is the subject of the commissioned expert opinion.

(2) Authorised persons are:

- a) experts authorised to perform expert activities in the same field and specialisation as those in which the faculty is entered in the List of Experts; or
- b) persons involved in scientific and research activities in the relevant field and specialisation in which the faculty is entered in the List of Experts; or
- c) persons referred to in points a) or b) who are at the same time in a basic employment relationship with the faculty.
- d) the list of authorised persons of FROV JU is published in the List of Experts, Interpreters and Translators at <https://1url.cz/VeHY9>

(3) In special cases, cooperating experts from related fields may also participate in the preparation of an expert opinion if this is strictly required by the circumstances of the expert activity or the subject of the expert examination (hereinafter referred to as "consultants").

(4) Requests for the preparation of an expert opinion from a contracting authority are received by a faculty representative authorised by the Dean (usually the director of one of the faculty institutes or CENAKVA – hereinafter referred to as the staff member responsible for expert



activities at the faculty), who agrees with the contracting authority on the detailed conditions and the deadline for preparation of the opinion.

In the case of a public contracting authority, the decision or measure is accepted by the staff member responsible for expert activities at the faculty.

In the case of a non-public contracting authority, the Dean of the faculty concludes a written contract for the provision of expert services at the proposal of the staff member responsible for expert activities at the faculty.

An integral part of the contracting authority's order must also be all documentation necessary for the preparation of the expert opinion according to the assignment. At this stage, the opinion is entered into the electronic register of the Ministry of Justice of the Czech Republic.

(5) Administrative tasks related to the faculty's expert activities are entrusted to the Science and Research Assistant and, in his/her absence, to another employee of the faculty's Science and Research Office. The the Science and Research Assistant is also responsible for maintaining the prescribed records.

(6) The performance of the faculty's expert activities is ensured by an expert team designated by the staff member responsible for expert activities at the faculty and approved by the Dean of the faculty. With regard to the accepted assignment, the specifics of the case, the required depth of expert examination, the complexity of the case and the scope of the submitted documentation, this team is professionally competent to prepare the opinion. In simpler cases, the staff member responsible for expert activities at the faculty may decide that the opinion will be assigned to only one author, who then bears all the rights and obligations corresponding to the position of head of the expert team.

(7) The staff member responsible for expert activities at the faculty is obliged to obtain the consent of the proposed persons with their inclusion in the proposed expert team, or a statement that they are not biased in the given matter.

(8) The staff member responsible for expert activities at the faculty appoints the head of the expert team from among the nominated members of the expert team.

(9) If a consultant is included in the expert team, the staff member responsible for expert activities at the faculty shall inform the contracting authority of the opinion of this fact without undue delay.

(10) The completed expert opinion, in the prescribed form and after a check of the formal correctness of the text and language proofreading, is submitted in hard-copy and electronic form to the staff member responsible for expert activities at the faculty, who recommends the opinion to the Dean of the faculty for signature.





(11) The Science and Research Assistant assigns a file reference number to the document, prepares it in the prescribed format (hard copy or electronic form) and in the required number of copies. On the last page of the expert opinion, the officer affixes the faculty's expert seal and ensures the signatures of the members of the expert team who participated in the preparation of the opinion. The final opinion is signed by the Dean, and the Science and Research Assistant subsequently ensures its delivery to the contracting authority within the specified deadline.

(12) After the expert opinion has been prepared, the Science and Research Assistant completes the record in the electronic register.

(13) Copies of prepared expert opinions are kept by the faculty in digital form for a period of 10 years.

III. Obligations of Members of the Expert Team

(1) A member of the expert team must act as an independent, objective and trustworthy person. He/she must be able and willing, in the course of expert examination (finding), to reveal the truth and to provide an independent and impartial opinion in the expert report.

(2) A member of the expert team is obliged to place the interests of the faculty above his/her own interests and to perform expert activities in such a way that they are impartial, objective and based on verifiable facts.

(3) A member of the expert team invited to prepare a given opinion is obliged to inform the staff member responsible for expert activities at the faculty of all relationships, circumstances or interests that could affect his/her judgment, impartiality or objectivity.

(4) A member of the expert team must not participate in the preparation of an expert opinion for close persons, for both parties to a dispute, or where he/she has a legal relationship with an entity that is in any way involved in the case for which the expert opinion is prepared.

(5) If a member of the expert team, as a natural person, is already acting in the given case as an expert or consultant for one of the parties to the dispute, or provides professional services to the contracting authority or its significant competitor or publicly known adversary, he/she must not participate in the preparation of the opinion nor have access to any information available to the faculty in the given case.

IV. Rules for the Preparation of Expert Opinions

(1) When preparing an expert opinion, members of the expert team are obliged to:



- a) act regarding the uniqueness of each expert opinion,
- b) comply with the principles and rules laid down in this measure,
- c) respect the principles of teamwork, division of tasks and mutual understanding within the working team,
- d) comply with the legal regulations of the Czech Republic.

(2) In expert activities, a member of the expert team is obliged to rely solely on objective criteria and his/her personal professional opinion. If he/she does not possess the necessary expertise in a partial matter, he/she is obliged to inform the head of the expert team without undue delay, who will propose to the staff member responsible for expert activities at the faculty the inclusion of another authorised person (or consultant).

(3) In preparing the opinion, a member of the expert team must address only the expert task assigned to him/her and base his/her conclusions exclusively on the evidence or other materials provided by the contracting authority. If the materials provided by the contracting authority (e.g. evidence in the file) are incomplete or do not allow an objective preparation of the expert opinion, the responsible head of the expert team, in agreement with the staff member responsible for expert activities at the faculty, is entitled to request the contracting authority to submit additional materials necessary to clarify the circumstances required for the preparation of the expert opinion.

(4) The subject of expert activity and of the expert opinion itself is not the evaluation of evidence or the resolution of legal issues.

(5) The expert opinion must state all facts on which the expert team based its conclusions, in such a way that the opinion is reviewable. In this respect, due attention must be paid to high-quality and clear preparation of the expert finding.

(6) When preparing an expert opinion, members of the expert team are obliged to use generally recognised methods and procedures, necessary technical equipment and relevant information, professional and legal sources (professional publications, case law, etc.), to the extent and depth necessary for an objective expert examination of the given matter.

(7) In collecting and processing data necessary for the proper preparation of an expert opinion, each member of the expert team must follow the following methodological procedure:

- a) become acquainted with the case and the assignment of the expert opinion,
- b) thoroughly study the file documentation submitted by the contracting authority,
- c) extract key findings from the file documentation relating to the given case,
- d) evaluate the obtained findings and, if necessary, specify requirements for additional sources,



- e) identify, obtain and study legal regulations and technical standards relating to the given case,
- f) identify, obtain and study relevant professional literature and information sources related to the issue,
- g) thoroughly study additionally supplied materials,
- h) prepare a description of the event including an analysis of the causality of the accident and the official causes of the accident,
- i) interpret the results of the data analysis and verify the correctness of the selected expert procedure,
- j) carry out a verification experiment, if necessary,
- k) formulate answers to the assigned expert questions based on the obtained findings,
- l) prepare the expert opinion in the structure required by the legal regulations governing expert activities,
- m) check his/her outputs and prepare a draft expert opinion.

(8) Members of the expert team are obliged to respect the work and opinions of other members of the expert team and engaged consultants and must not disparage them in any way. Divergent professional opinions must be resolved factually and correctly, with the aim of finding the most objectively professional view of the given matter.

(9) In the preparation of a review opinion or in the evaluation of another expert's opinion, members of the expert team are obliged to proceed correctly and to take into account the task/assignment of that expert and the scope of information available to him/her. Identified deficiencies must be assessed factually and objectively, while refraining from any suggestive expressions or negative bias.

(10) If the expert opinion is prepared by a multi-member expert team, the text of the opinion must indicate which member participated in the preparation of which part of the opinion. If a consultant participated in the preparation of the expert opinion, the opinion must indicate which specific partial issue was assessed by the consultant, or which of the consultants, if more than one was engaged.

V. Commercial Expert Services

(1) The faculty is authorised to carry out ancillary (secondary) activities consisting of advisory and consultancy services, preparation of expert studies and opinions (hereinafter referred to as "expert services").

(2) Expert services are provided based on a contractual relationship between the faculty and a non-public contracting authority. The conditions for the provision of expert services are agreed with the non-public contracting authority by the staff member responsible for expert activities at the faculty.





(3) The faculty shall not conclude a contract for the provision of expert services in the following cases:

- a) limited scope that would not allow the expert service to be carried out with adequate quality and efficiency,
- b) if the non-public contracting authority requires solutions contrary to the legal regulations of the Czech Republic or the European Union,
- c) if the contractual relationship with the non-public contracting authority would jeopardise the good reputation, independence or integrity of the faculty.

(4) When negotiating expert services, the staff member responsible for expert activities at the faculty is obliged to take into account the good reputation of the faculty and its ethical commitments. The faculty therefore always reserves the right to withdraw from the contract if the circumstances referred to in the previous paragraph arise.

(5) The relationship between the faculty and the non-public contracting authority must be based on mutual trust. Immediately after the conclusion of the contract, the non-public contracting authority must be informed of the expert or the composition of the expert team that will prepare the expert opinion. If the non-public contracting authority raises objections in this regard, the staff member responsible for expert activities at the faculty shall discuss the situation with the Dean of the faculty and subsequently with the statutory or responsible representative of the non-public contracting authority. If the staff member responsible for expert activities at the faculty and the Dean of the faculty consider the stated reasons to be relevant, the composition of the expert team shall be adjusted, and such composition shall be final.

(6) If a member of the expert team is in contact with the non-public contracting authority during the preparation of the expert opinion, he/she is obliged to act professionally, impartially and objectively. However, he/she must never behave obsequiously, arrogantly or condescendingly.

VI. Remuneration for the Preparation of an Expert Opinion

(1) Remuneration for the preparation of an expert opinion for public authorities represents reimbursement of costs under the law, corresponding to the amount of work reasonably expended, the professional complexity required for carrying out the necessary expert acts, and the amount of expenses reasonably incurred in connection with the expert acts performed.

(2) Remuneration for the preparation of an expert opinion within commercial expert services is agreed contractually, based on an agreement between the faculty and the non-public contracting authority.





(3) Remuneration for performed expert activities is awarded to individual members of the expert team and engaged consultants by the staff member responsible for expert activities at the faculty in cooperation with the head of the expert team. Its amount must be determined transparently regarding the degree of involvement of the given member in the activities of the expert team, the factual complexity of the entrusted partial task and the time required for its completion. Typically, the total amount of remuneration awarded to members of the expert team corresponds to 50% of the amount for the total reported hours of teamwork in preparing the expert opinion or expert statement.

(4) It is incompatible with the ethics of expert activities for an expert to accept, in addition to his/her remuneration, any other fees, rewards, commissions or any other consideration from the contracting authority if they relate to the given expert activity.

VII. Confidentiality

All information about the contracting authority or the case being dealt with that a member of the expert team obtains during the performance of expert activities must be kept confidential and must not be used for his/her financial or other benefit. The member is also obliged to prevent such information from being misused by third parties.

VIII. Liability

If a member of the expert team, during expert activities performed for the faculty, knowingly provides a false, grossly distorted or incomplete opinion, such conduct shall be considered the submission of a false expert opinion. The person concerned shall be liable for the resulting consequences and compensation for any financial damage incurred shall be claimed against him/her.

IX. Acknowledgement

(1) Acknowledgement expresses a state in which the persons responsible for the proper performance of expert activities have been acquainted with the final wording of the expert opinion and have no professional or formal objections thereto.

(2) The persons responsible for the proper performance of expert activities under the previous paragraph are:

- a) members of the expert team, who are responsible for the proper performance of expert activities in accordance with the assignment, the instructions of the head of the expert team and the rules set out in this measure,
- b) the head of the expert team, who is responsible for: preparing the draft expert opinion in accordance with the assignment, checking the formal correctness of the text,



carrying out necessary language proofreading and producing the final version of the expert opinion,

- c) the staff member responsible for expert activities at the faculty, who is responsible for issuing the expert opinion on behalf of the faculty and recommends the Dean of the faculty to sign the expert opinion.

(3) On behalf of the faculty, the issued expert opinion is acknowledged by the Dean of the faculty. The acknowledgement is stated on the last page of the expert opinion, before the expert clause. The statement must include the name of the Dean, his signature and the date.

X. Final Provisions

(1) This measure is binding on all persons involved in the expert activities of the faculty or coming into contact with confidential information relating to expert activities.

(2) This measure enters into force on the date of approval by the Dean's Collegium and becomes effective on April 13, 2026, and repeals Dean's Measure No. 13/2023 of September 27, 2023.

(3) Any exemptions from this measure shall be decided by the Dean.

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Dean of FFPW USB

