INSTITUTIONAL GOVERNANCE DOCUMENT

LABORATORY OF CLIMATE CHANGE AND SETTLEMENT ADAPTATION

CHARTER

Mission, Scope, Research, Expert Engagement, and Settlement Adaptation

Version 1.0 | Draft for Approval

Organizational unit	Laboratory of Climate Change and Settlement Adaptation
Legal entity	New Euro Vision: exhibitions, marketing, research s.r.o.
Company identification	IČO 19260440 | Lidická 700/19, 602 00 Brno, Czech Republic
Legal status	Permanent internal organizational and research unit; no separate legal personality
Governing framework	Framework for the Establishment and Operation of Internal Laboratories
Effective date	As specified in the approval section

CORE FUNCTION

The Laboratory seeks to investigate the effects of climate change and associated environmental transformations on human settlements and to develop research, analysis and practical knowledge supporting their adaptation.

1. Purpose and Governing Instrument

1.1. This Charter defines the institutional purpose, substantive remit, permitted activities and operating arrangements of the Laboratory of Climate Change and Settlement Adaptation (the "Laboratory").

1.2. The Laboratory shall operate within New Euro Vision: exhibitions, marketing, research s.r.o. (the "Company") pursuant to the Company's Framework for the Establishment and Operation of Internal Laboratories (the "Framework").

1.3. The Framework is incorporated into this Charter by reference. Its provisions concerning legal status, corporate authority, project governance, personnel, contracting, accounting, intellectual property, records and institutional continuity shall apply to the Laboratory.

1.4. This Charter supplements the Framework by defining the Laboratory's particular field of activity. It shall not be construed as replacing or independently modifying the Framework.

1.5. In the event of inconsistency, the Framework shall prevail over this Charter, subject to mandatory law, valid corporate authorizations and binding external obligations.

2. Institutional Status

2.1. The Laboratory is a permanent internal organizational and research unit of the Company. It has no legal personality separate from the Company.

2.2. The Laboratory may operate under its own institutional name and may maintain a public profile, publication affiliation, programme of activities and project portfolio.

2.3. Such institutional identification shall not confer separate contracting capacity, ownership of Company assets, financial independence or authority to represent the Company.

2.4. Contracts and financial commitments relating to Laboratory activities shall be entered into by the Company through persons possessing the necessary authority.

2.5. The Laboratory's existence shall not depend on the continuation of any particular project, event, funding arrangement or individual engagement.

3. Mission

3.1. The Laboratory's mission is to investigate the effects of climate change and associated environmental transformations on human settlements and to develop research, analysis and practical knowledge supporting their adaptation.

3.2. For the purposes of this Charter, human settlements include cities, towns, villages and other inhabited areas, together with their buildings, infrastructure, services and supporting environmental systems.

3.3. The Laboratory shall give particular attention to the relationship between changing environmental conditions and buildings, infrastructure and operating practices established under earlier conditions.

3.4. Its work may address both long-term transformations and acute or recurrent disturbances, including their cumulative and interacting effects.

3.5. The Laboratory shall seek to connect scientific understanding with implementable decisions, taking account of local circumstances, available resources, costs, implementation periods, maintenance requirements and institutional capacity.

4. Substantive Remit

4.1. The Laboratory's remit includes:

a. climatic and environmental changes affecting inhabited territories;

b. exposure, vulnerability and adaptive capacity of settlements;

c. renovation, modernization and adaptation of existing buildings;

d. water supply, drainage, wastewater systems and underground utilities;

e. energy supply, thermal conditions and resource efficiency;

f. transport, public services and other settlement infrastructure;

g. interactions between buildings, land, soils, vegetation and water systems;

h. environmental conditions affecting health, livelihoods and everyday activities;

i. adaptation planning, infrastructure investment and operational management;

j. comparative assessment of adaptation measures, including their limitations and unintended consequences.

4.2. The Laboratory may examine climatic factors jointly with demographic, economic, technological, institutional and land-use changes.

4.3. Its remit is not restricted to a particular country, region, climatic zone, settlement size or category of organization.

4.4. The Laboratory may undertake interdisciplinary and joint projects where the subject matter overlaps with the work of other Company laboratories or external partners.

5. Permitted Activities and Outputs

5.1. Subject to the Framework and applicable project authorizations, the Laboratory may undertake:

a. original research and commissioned studies;

b. reviews, comparative assessments and case studies;

c. collection, organization, verification and analysis of information;

d. development of datasets, maps, models and analytical tools;

e. field investigations, site visits, interviews and documentary research;

f. preparation of scientific and professional publications;

g. expert consultations and technical or analytical briefings;

h. preparation and delivery of professional forums, seminars, workshops and related activities;

i. preparation of recommendations, options appraisals and decision-support materials;

j. other activities reasonably connected with its mission and lawfully authorized by the Company.

5.2. Outputs may include articles, reports, books, working papers, datasets, maps, presentations, methodological documents, educational materials and digital resources.

5.3. Activities may be exploratory, scientific, analytical, technical, educational or applied. Their nature and intended use shall be identified in the relevant project documentation.

6. Research Standards and Analytical Responsibility

6.1. The Laboratory shall maintain a clear distinction between source information, observations, derived results, assumptions, scenarios, interpretations and recommendations.

6.2. Material limitations of evidence, uncertainty and boundaries of applicability shall be identified where relevant to the use of an output.

6.3. Recommendations shall take account of the circumstances in which they are intended to be implemented. Findings from one locality shall not be treated as universally applicable without supporting justification.

6.4. The use of automated systems, artificial intelligence, modelling or other analytical tools shall not remove human responsibility for the interpretation and presentation of results.

6.5. Remuneration, sponsorship or commercial participation shall not entitle a commissioning party or contributor to require unsupported findings or the concealment of material limitations.

7. Governance and Authority

7.1. The Company shall appoint a Head of the Laboratory or designate another person responsible for its coordination.

7.2. Within the scope of the authority granted, the responsible person may propose projects, identify experts, coordinate assignments, supervise delivery, review outputs and recommend expenditure and acceptance of work.

7.3. Appointment to a Laboratory role shall not, by itself, confer authority to sign contracts, employ personnel, incur financial obligations, operate bank accounts or grant intellectual-property rights on behalf of the Company.

7.4. Any delegation of such authority shall be documented separately.

7.5. The Company may establish advisory or project-specific arrangements without creating permanent employment positions or additional governing bodies.

8. Projects and Professional Forums

8.1. The Laboratory’s activities may be organized through individual projects approved in accordance with the Framework.

8.2. A project may concern a research question, commissioned assignment, publication, professional forum, programme of consultations or a combination of these activities.

8.3. Project documentation shall identify the responsible person, scope of work, expected outputs, timetable, budget or funding basis and applicable contractual requirements.

8.4. Professional forums may serve as a means of presenting research, examining practical problems, exchanging expertise and developing subsequent studies.

8.5. The Laboratory may commission preparatory research, expert presentations, moderation, consultation and post-event analysis.

8.6. Attendance at an event shall not, by itself, confer membership of the Laboratory, employment status or authority to act on behalf of the Company.

9. External Experts and International Participation

9.1. The Company may engage external experts, researchers, consultants, technical specialists, authors, reviewers, moderators and other contributors for Laboratory activities.

9.2. Such persons may be based in the Czech Republic or abroad. No requirement of Czech nationality, Czech residence or Czech institutional affiliation is imposed by this Charter.

9.3. Engagements may be concluded with natural persons, self-employed professionals, companies, universities, research institutions or other legally competent counterparties.

9.4. Selection shall be based on the requirements of the assignment, relevant competence, availability and agreed conditions.

9.5. Work may be performed remotely from the contributor’s country of residence or establishment, at an agreed location, or through a combination of remote and in-person activities.

9.6. Physical attendance in the Czech Republic shall not be required unless it forms part of the agreed assignment.

9.7. International participation and payment shall remain subject to applicable law, including any relevant restrictions on the engagement, performance of services or transfer of funds.

9.8. The legal form of an engagement shall reflect the actual working arrangement. This Charter shall not convert an employment relationship into an independent service arrangement merely by describing a person as an external expert.

10. Contractual Arrangements

10.1. Paid external assignments shall be supported by a written agreement or other legally sufficient written contractual instrument approved by an authorized representative of the Company.

10.2. The contractual instrument shall identify the Company as the contracting party. It may identify the Laboratory and the relevant project as the organizational context of the assignment.

10.3. As appropriate to the assignment, the contractual documentation shall specify:

a. the identity and relevant particulars of the parties;

b. the scope of services and expected deliverables;

c. the place or mode of performance;

d. the timetable and applicable milestones;

e. the fee, currency and basis of calculation;

f. invoicing or other payment-document requirements;

g. delivery, review and acceptance arrangements;

h. payment deadlines and responsibility for transfer charges;

i. any agreed reimbursement of expenses;

j. confidentiality and data-protection requirements;

k. intellectual-property rights and permitted uses of outputs;

l. attribution and publication arrangements;

m. termination, dispute resolution and applicable law, where appropriate.

10.4. Agreements may cover a single assignment, a series of assignments or continuing services for a specified period.

10.5. Laboratory affiliation shall not create an entitlement to remuneration in the absence of an agreed paid engagement.

11. Remuneration and Cross-Border Payments

11.1. The Company may remunerate duly engaged contributors for work performed in connection with Laboratory activities, including research, analysis, writing, reviewing, consultation, presentations, moderation and technical services.

11.2. Remuneration may be agreed as a fixed fee, an hourly or daily rate, a milestone payment, a deliverable-based payment or another lawful basis appropriate to the assignment.

11.3. Fees for completed work shall become payable in accordance with the applicable agreement and its delivery and acceptance requirements.

11.4. Advance payments, retainers and staged payments may be made where expressly agreed and approved.

11.5. Payments may be made to contributors outside the Czech Republic, including to their overseas bank accounts, through lawful banking or payment-service channels.

11.6. Payment may be agreed in euros or another currency accepted by the Company and the contributor.

11.7. The payment recipient shall normally be the contractual counterparty. Any alternative payment arrangement shall require a documented lawful basis and approval by an authorized Company representative.

11.8. Applicable withholding, reporting, tax and other mandatory obligations shall be determined according to the relevant transaction. This Charter does not create an exemption from such obligations.

11.9. The Company may reimburse reasonable, documented expenses where their reimbursement has been agreed or otherwise duly authorized.

11.10. All payments and reimbursements shall be recorded in the Company’s accounts and attributed to the relevant Laboratory activity or project.

12. Evidence of Performance and Payment Records

12.1. The Company shall retain documentation sufficient to establish the business purpose, contractual basis, performance and financial treatment of each paid assignment.

12.2. Depending on the nature of the assignment, the documentation may include:

a. the project authorization or approved assignment;

b. the agreement, accepted order or other contractual instrument;

c. the delivered report, manuscript, dataset, presentation or other output;

d. records of consultations, moderation or other services not resulting in a separate written deliverable;

e. a documented acceptance, approval or confirmation of performance;

f. an invoice, fee statement, payroll record or other appropriate accounting document;

g. relevant expense records and evidence of payment.

12.3. Confirmation of performance may be recorded electronically, provided that the record adequately identifies the assignment, the work performed and the person confirming it.

12.4. Payment descriptions should identify the relevant agreement, invoice, assignment or project sufficiently to permit reconciliation.

12.5. This Charter and the Framework may be supplied as supporting explanations of the institutional context of a payment. They shall not replace the transaction-specific documents establishing the payment obligation.

13. Intellectual Property and Use of Results

13.1. Intellectual-property matters shall be governed by the Framework, applicable law and the relevant agreement.

13.2. Before commissioned outputs are published or otherwise used, the Company shall obtain the rights or permissions required for the intended use.

13.3. Payment for an assignment shall not, by itself, be treated as transferring all intellectual-property rights.

13.4. Agreements shall address, where relevant, publication, reproduction, translation, adaptation, digital distribution, archiving and use in subsequent projects.

13.5. Pre-existing materials and third-party rights shall be identified and respected.

13.6. Individual authorship, attribution and other rights protected by applicable law shall be preserved.

14. Publications and Institutional Affiliation

14.1. The Laboratory may prepare, commission and issue publications within its remit.

14.2. Publications may identify the Laboratory as the institutional affiliation of contributors, as the responsible issuing unit, or, where appropriate to the nature of the document and publication rules, as an institutional author.

14.3. Institutional identification shall not obscure individual intellectual contributions or misrepresent the participation of a person or organization.

14.4. The standard institutional designation shall be:

> Laboratory of Climate Change and Settlement Adaptation, an internal organizational and research unit of New Euro Vision: exhibitions, marketing, research s.r.o., Czech Republic.

14.5. Use of the Laboratory's name by external contributors shall be agreed with the Company and shall accurately reflect their involvement.

14.6. Participation in Laboratory activities, receipt of remuneration or sponsorship shall not guarantee acceptance of a manuscript by any journal or publisher.

14.7. Relevant funding, commercial relationships and conflicts of interest shall be disclosed in accordance with applicable publication and project requirements.

15. Information, Confidentiality and Records

15.1. Information obtained or generated through Laboratory activities shall be managed in accordance with the Framework and applicable contractual obligations.

15.2. Access to confidential information, personal data and restricted materials shall be limited to what is necessary for the authorized activity.

15.3. International collaboration shall not, by itself, authorize unrestricted disclosure or transfer of protected information.

15.4. Project records and outputs shall be retained in designated Company-controlled systems or other expressly approved repositories.

15.5. Completion or termination of an engagement shall include the required handover of work and the return, retention or deletion of information as specified by the applicable agreement.

16. Continuity, Cooperation and Public Information

16.1. The Laboratory may cooperate with other Company laboratories and external organizations through authorized projects or agreements.

16.2. Completion of a project or forum shall not terminate continuing obligations concerning confidentiality, intellectual property, records, payment or publication.

16.3. The Laboratory's profile, Charter and selected outputs may be published on the Company's journal, forum or other websites.

16.4. Public descriptions shall accurately identify the Laboratory's internal status and shall not imply accreditation, public authority or separate legal personality.

16.5. Publication of this Charter, including assignment of a DOI, is a means of institutional disclosure and persistent identification. Its internal effect derives from Company approval.

17. Adoption and Version Control

17.1. This Charter shall take effect on the date approved by an authorized representative of the Company.

17.2. The approving decision shall identify the person responsible for the Laboratory, its reporting line and any initial administrative or budgetary arrangements required under the Framework.

17.3. Amendments shall be approved and recorded through version control.

17.4. Changes to individual assignments, project teams, event programmes or project budgets shall not require amendment of this Charter unless they materially alter the Laboratory's remit or governance.

17.5. Matters not expressly addressed in this Charter shall be governed by the Framework and the applicable Company authorizations and agreements.

Governing Document

New Euro Vision: exhibitions, marketing, research s.r.o. (2026). Framework for the Establishment and Operation of Internal Laboratories. Version 1.0. Pollution and Diseases.

DOI: 10.66659/3ny57r95

Full text: Framework — PDF

Approval

Issued and approved for and on behalf of:

New Euro Vision: exhibitions, marketing, research s.r.o.

Name of authorized representative: Dr.D. Nikolaenko

Position / authority: Director

Approval date: November 20, 2026

Effective date: November 20, 2026

Signature: *Dmitry Nikolaenko*