

INSTITUTIONAL GOVERNANCE DOCUMENT

LABORATORY OF INFORMATION SYSTEMS

CHARTER

Mission, Scope, Information Integrity, Analytical Work, and Decision Support

Version 1.0 | September 2026

Organizational unit	Laboratory of Information Systems
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

CORE FUNCTION

The Laboratory transforms dispersed, heterogeneous, multilingual, and potentially fragile bodies of information into preserved, structured, traceable, analyzable, and usable information systems. Its purpose is not merely to store information, but to preserve its value and make it usable for understanding, research, and informed decision-making.

1. Status and Institutional Position

The Laboratory of Information Systems (the “Laboratory”) is a permanent internal organizational and research unit of New Euro Vision: exhibitions, marketing, research s.r.o.. It operates under the Framework for the Establishment and Operation of Internal Laboratories and has no separate legal personality.

The Laboratory may conduct multiple projects simultaneously. Project teams may differ completely in subject matter, geography, language, professional background, duration, and composition. The continuity of the Laboratory does not depend on the continuity of any particular project or project team.

Corporate governance, contracts, financial administration, ownership of company assets, intellectual-property arrangements, project accounting, and project closure are governed primarily by the general Framework and by project-specific agreements. This Charter defines the substantive mission and working profile of the Laboratory.

2. Mission

The mission of the Laboratory is to preserve, organize, integrate, analyze, and make usable complex bodies of information that would otherwise remain fragmented, inaccessible, difficult to compare, vulnerable to loss, or unsuitable for systematic interpretation.

The Laboratory treats information as a lifecycle rather than as a static collection. Information may need to be acquired, digitized, preserved, described, linked, normalized, translated, verified, contextualized, analyzed, visualized, and prepared for future reuse.

The Laboratory may support scientific research, public-interest work, institutional analysis, historical documentation, environmental and biological studies, administrative projects, cultural-memory projects, and other lawful activities in which the quality, accessibility, continuity, and interpretation of information are central.

3. Scope of Information

The Laboratory is not limited to one discipline, one historical period, one country, one language, or one type of record. Its work may concern structured or unstructured information and may combine several forms of source material within one project.

- digital and digitized documents, records, catalogues, registers, correspondence, reports, and archival materials;
- databases, spreadsheets, tabular records, structured datasets, and machine-readable information;
- photographs, scans, maps, plans, diagrams, audio, video, and other multimedia materials;
- geographical, temporal, environmental, biological, social, historical, administrative, and technical information;
- interviews, testimony, annotations, field observations, metadata, and contextual documentation;
- published and unpublished research materials, reference sources, and externally linked records;

- multilingual information requiring translation, terminology control, cross-language search, or semantic alignment;
- new information created through lawful observation, documentation, measurement, transcription, classification, or analytical processing.

The Laboratory is not an archive in the narrow institutional sense and is not limited to archival work. Archival preservation is one possible function within a broader information-management and analytical mission.

4. Information Lifecycle

4.1 Acquisition and Consolidation

A project may begin with a dispersed body of information held by several institutions, individuals, databases, archives, repositories, publications, digital services, or physical collections. The Laboratory may identify relevant sources, obtain authorized copies or references, and consolidate information into a controlled working environment.

4.2 Preservation

Where preservation forms part of the project, the Laboratory seeks to maintain information in a form that remains identifiable, traceable, technically recoverable, and connected to its source and context. Original or source-provided material should be preserved separately from later transformations whenever legally and technically appropriate.

4.3 Structuring and Normalization

The Laboratory may convert heterogeneous information into consistent structures suitable for retrieval and analysis. This may include normalization of names, dates, places, units, identifiers, formats, terminology, classifications, and metadata while retaining a record of the source form.

4.4 Integration

Information from different sources may be linked or integrated where there is a defensible relationship between the records. The Laboratory should distinguish direct source relationships from inferred, probabilistic, or analytically proposed relationships.

4.5 Analysis and Interpretation

Organized information may be examined using statistical, spatial, temporal, textual, network, comparative, visual, computational, or other methods appropriate to the project. Analytical outputs should remain distinguishable from source information and from independently verified facts.

5. Information Integrity, Provenance, and Uncertainty

The Laboratory seeks to improve the usability of information without unnecessarily separating it from its original context or erasing evidence of uncertainty, disagreement, incompleteness, or historical change.

- source information should remain distinguishable from corrected, normalized, translated, enriched, or derived information;

- significant transformations should be traceable;
- uncertain values should not be presented as certain solely because they have been entered into a database;
- conflicting records may be preserved as conflicting records rather than silently reconciled;
- missing information should be identified as missing rather than reconstructed without disclosure;
- AI-generated or algorithmically inferred material should be identified as derived material where relevant;
- methodological assumptions that materially affect an analytical result should be documented at an appropriate level.

6. Multilingual and Cross-Cultural Information

The Laboratory may work with information in multiple languages and from different legal, historical, scientific, and cultural contexts. Language differences are treated as an information-management problem rather than as a reason to exclude material.

Translation may be performed by human specialists, AI-assisted tools, machine translation, or a combination of methods appropriate to the project. Where wording is materially important, the original language should remain available and the status of the translation should be identifiable.

Terminology should be managed carefully where the same event, place, organization, species, administrative concept, historical period, or scientific term has several names or incompatible naming traditions. Controlled terminology may support retrieval and comparison, but it should not silently replace the terminology used in the original source.

7. Methods and Technologies

The Laboratory may use any lawful and appropriate technical or analytical method required by the information problem. The Laboratory is defined by its function, not by a particular software platform, database technology, AI model, or analytical fashion.

- database design, data modelling, metadata systems, identifiers, and information architecture;
- data cleaning, normalization, deduplication, entity resolution, and record linkage;
- digitization, optical character recognition, handwriting recognition, transcription, and document conversion;
- natural-language processing, multilingual search, terminology extraction, and semantic retrieval;
- artificial intelligence and machine-learning methods for classification, extraction, matching, summarization, translation, quality control, and analytical assistance;
- geographic information systems, mapping, spatial analysis, geocoding, and location-based integration;
- statistical analysis, time-series analysis, network analysis, comparative methods, and visualization;
- search systems, retrieval interfaces, dashboards, catalogues, research environments, and decision-support tools;

- data validation, audit methods, provenance tracking, version control, and reproducibility mechanisms.

Human responsibility remains essential where interpretation, rights, legal consequences, scientific claims, sensitive personal information, or consequential decisions are involved. Automated processing may assist professional work but does not remove the need to understand the source, context, limitations, and intended use of the information.

8. Analysis and Decision Support

A central function of the Laboratory is to transform organized information into forms that can support informed decisions. The Laboratory may therefore develop analytical products, information systems, comparative models, maps, summaries, indicators, classifications, scenarios, and other tools intended to clarify what is known, what is uncertain, what is missing, and what relationships may require attention.

The Laboratory supports decision-making; it does not automatically assume the authority of the institution or person responsible for the final decision. Project documentation should distinguish, where relevant, between source information, analytical findings, professional interpretation, options for action, and the decision ultimately taken by the authorized body.

Decision support may be intended for researchers, public institutions, private organizations, project managers, archives, museums, civil-society organizations, scientific teams, communities, or other authorized users, depending on the project.

9. Research, Applied, and Infrastructure Projects

The Laboratory may participate in scientific research without requiring every project to constitute scientific research in itself. Some projects may primarily create the information infrastructure that makes later research possible.

A project may therefore be primarily preservational, documentary, technical, analytical, methodological, institutional, or scientific. It may produce a database without a research paper, or a research paper without creating a permanent database, or both.

The Laboratory may collaborate with universities, research institutes, public authorities, archives, libraries, museums, companies, foundations, non-governmental organizations, professional associations, local communities, and individual experts where such cooperation serves the project.

10. Desk-Based Work and Information Acquisition

The Laboratory primarily conducts desk-based, computational, archival, documentary, and analytical work. Its ordinary activities may be performed through digital infrastructure, repositories, databases, remote collaboration, and access to institutional or public information resources.

Where required by a project, Laboratory activities may also include visits to archives, libraries, museums, ministries, public authorities, research institutes, universities, repositories, project

partners, communities, field locations, research sites, or other relevant places for the purpose of obtaining, verifying, documenting, contextualizing, or assessing information.

Such activities remain information-oriented. Field or institutional visits are undertaken because the information required for the project cannot be adequately obtained, understood, verified, or contextualized through desk-based work alone.

11. Data Protection, Confidentiality, and Controlled Information

The Laboratory may work with public, restricted, confidential, sensitive, personal, or otherwise controlled information when a project has a lawful basis and appropriate organizational and technical safeguards.

The applicable project documentation must define access, storage, confidentiality, data-protection, retention, transfer, publication, and security requirements where they are material to the information being handled. The Laboratory does not acquire a general right to disclose information merely because it has been received or processed within a project.

Where information is supplied by a ministry, archive, research institution, family, private organization, individual contributor, or other source subject to restrictions, those restrictions must be incorporated into the relevant project workflow.

12. Outputs of the Laboratory

The Laboratory may produce or contribute to a wide range of outputs. The form of the output depends on the information problem and the intended use rather than on a fixed publication model.

- databases, digital archives, catalogues, registers, repositories, and structured datasets;
- information systems, search systems, interfaces, dashboards, and decision-support tools;
- maps, atlases, spatial datasets, timelines, visualizations, and analytical graphics;
- data dictionaries, controlled vocabularies, classifications, taxonomies, and metadata standards;
- technical specifications, methodologies, protocols, documentation, and preservation plans;
- analytical reports, institutional reports, project reports, research reports, and policy-support materials;
- scientific articles, conference materials, books, chapters, working papers, institutional publications, and DOI-identified documents;
- curated source collections, translations, transcripts, finding aids, indexes, and research-ready corpora;
- software, scripts, processing workflows, computational models, and reproducible analytical components where developed within a project.

13. Publications, Attribution, and Intellectual Contribution

Publications and other formal outputs may identify the Laboratory of Information Systems as an institutional authoring or responsible organizational unit where the nature of the document supports institutional authorship. Individual authors and contributors should be identified where

personal intellectual contribution, academic authorship, professional responsibility, or project transparency requires individual attribution.

Institutional attribution does not erase individual authorship. Individual attribution does not remove the organizational role of the Laboratory or the legal role of the Company. The applicable project contract and the general Framework govern copyright, licences, rights in commissioned work, software, databases, photographs, maps, documentation, and other project outputs.

Where appropriate, formal outputs may identify both the Laboratory and the project team, including roles such as research design, data acquisition, archival work, GIS analysis, software development, translation, data processing, methodology, legal review, editorial preparation, or project coordination.

14. Continuity and Institutional Knowledge

The Laboratory is designed to remain stable while individual projects and project teams change. Its institutional value therefore includes not only completed outputs but also the preservation of methods, documentation, reusable workflows, technical knowledge, reference structures, lessons learned, and information-management experience.

Project-specific information may remain restricted after a project ends, but the Laboratory should retain, where lawful and contractually permitted, sufficient organizational knowledge to understand how significant outputs were created and how they can be maintained, interpreted, or continued.

The Laboratory may refine its methods as technologies and professional standards evolve. Such development does not require amendment of this Charter unless the fundamental mission, institutional status, or scope of the Laboratory materially changes.

15. Relationship to Project-Specific Documentation

This Charter provides the stable substantive identity of the Laboratory. Individual projects may require additional documentation defining objectives, source material, participating institutions, project roles, technical architecture, data-protection requirements, deliverables, publication rules, intellectual-property arrangements, and project-specific restrictions.

Project-specific documentation may narrow or supplement the methods available for a particular project but should not redefine the Laboratory itself. Where a project concerns particularly sensitive, regulated, proprietary, or legally complex information, the project documentation must contain the additional safeguards required for that project.

16. Institutional Formula

The Laboratory preserves information, makes its structure intelligible, makes its provenance traceable, makes its content analyzable, and makes its results usable for research and informed decision-making.

Its defining competence is not a single technology or scientific discipline. It is the ability to work systematically with complex information across disciplines, languages, institutions, and formats

while preserving the relationship between the information, its source, its transformations, and its intended use.

17. Adoption and Version Control

This Charter is issued by New Euro Vision: exhibitions, marketing, research s.r.o. for the Laboratory of Information Systems. It is subordinate to the Framework for the Establishment and Operation of Internal Laboratories and should be interpreted consistently with that document.

Material amendments to the mission, legal status, or institutional scope of the Laboratory should be adopted as a new numbered version. Project-specific changes, new technologies, new datasets, or changes in temporary project teams do not by themselves require amendment of this Charter.

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Organizational unit: Laboratory of Information Systems

Company Registration Number (IČO): 19260440

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Approved by authorized representative of the Company: Dmitry Nikolaenko