

Distribution of administrative work at the Institute of Mathematics and Statistics (IMS)

- [Vladimíra Chudáčková](mailto:chudacko@math.muni.cz) → chudacko@math.muni.cz
Economy (cash payments, budget, orders, invoices, receipts, DNS), Records and sales of textbooks.

- [Radka Paliánová](mailto:palian@math.muni.cz) → palian@math.muni.cz
Human resources (attendance – deputy Forejtová Zhořová, agreements, contracts, correspondence) IMS, JHC economy (budget, orders, invoices, receipts, DNS), IMS, JHC business trips, Pedagogical matters (doc.Paseka), Building maintenance Management of technical workers Property records and inventory, Key record, Documents and shredding system – deputy Chudáčková, Post Meal tickets, Safety and health protection, fire fighting, Maintenance of IMS web pages (organizational structure, local administration, phone book, staff).

- [Milada Suchomelová](mailto:sucho@math.muni.cz) → sucho@math.muni.cz
Study and working stays of foreign and domestic guests, PS - postgraduate students (survey, payment of scholarships, doctoral exams), Doctorate viva voce examinations, associate professor and professor procedure, Master's degree examinations (teaching, professional), diploma thesis, Maintenance of IMS web pages (keeping a list and aliases of PS).

- [Jitka Forejtová Zhořová](mailto:zhorova@math.muni.cz) → zhorova@math.muni.cz
Economy of RP, ECC (budget, orders, invoices, receipts, DNS) RP, ECC business trips, Payments by credit card, Bachelor's degree examinations (teaching, professional), bachelor thesis.

Pedagogical Secretary

- [Jan Vondra](mailto:vondra@math.muni.cz), Ph.D. → vondra@math.muni.cz Technical support of education

Editorial Assistant

- Ilona Lukešová → lukesova@math.muni.cz
Journal Archivum Mathematicum, administrative and typographical work