

Správa železnic Headquarters

P02. Building Programme

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Vision of Building Programme

The Building Programme is an effective tool for satisfying the spatial, operational, technical and environmental needs of Správa železnic with the aim to support employee cooperation through well laid out spaces that are neither closed nor fully open, that serve all employees and visitors in an efficient and proper manner, and that fulfil the mission and embody the organisation.

Goals of Building Programme

- Clearly defining all that Správa železnic demands of the new Headquarters building with the aim to afford the contestant a certain level of creative freedom so that the overall concept reflects the latest trends and the time of the project completion;
- The needs are defined using concrete data and values;
- Identification and compliance of the contestant with this data;
- Clearly defining the key vertical arrangement of the VIP premises: Director General (top floor) and Director General's deputies on lower floors. These areas are expected to have a lift with a controlled access.

This Building Programme is based on the organisational structure of Správa železnic, which is detailed in the organisation chart in Annex **P02**. The contracting authority expects that the competition entry will fulfil this Building Programme and the level of that fulfilment will be rated by the jury.

The position of the General Directorate and the organisational units in buildings "A, B, C" is not strictly prescribed, nor is the number of the designed buildings. The specified area of building "A" does not have to be built up. The contracting authority expects the General Directorate to be housed in a single building that may be linked with the remaining buildings (while observing the Regulation in Annex P06). At least one entrance to the garages should be in the General Directorate building, with dedicated parking spaces.

Building of Správa železnic General Directorate

The management of the organisation currently consists of 5 General Directorate sections with 875 employees.

- Director General's Section ("DG's Section")
- Economic Deputy's Section
- Railway Modernisation Deputy's Section
- Railway Operability Deputy's Section
- Traffic Control Deputy's Section
- According to the overall concept, the complex is required to have the following spaces, and these shall be designed in a way that retains the functional and operational links in the entire complex. All floor sizes are expressed as net floor area (NFA) and are recommendations. Below is a list of requirements for offices, flexi spaces, meeting rooms including specific common areas (such as HUB, social staircase, platforms, etc.) and other spaces. Requirements for sanitary and welfare facilities, corridors, roads, staircases, lifts (except the lift with a controlled access), technical rooms and car

parks are not listed. Their position and dimensions will be designed according to the overall capacity of the building.

- **Director General's Section**

- The section is recommended to be located on the top, set-back floor with outside terraces
- A lift with controlled access for department directors and Director General's deputies

Room	Quantity	m ²	Note
Director General's office	1x	50	
- Director General's back office	1x	40	
- Director General's Secretariat	1x	40	
Office of Head of Director General's office	1x	40	
GDPR Commissioner's office	1x	20	
Controlling Department Director's office	1x	20	
Expert consultant's office	3x	20	
Office for 2 persons	1x	20	
Executive Board's room	1x	50	
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- **Directors of Departments O10, O17, O26, O27**

- Given the organisational link between the directors of Departments O10, O17, O26 and O27 and the Director General's Section, the offices of the directors of Departments O10, O17, O26 and O27 should be on the same floor as the Director General's Section
- It is required that the directors, heads of departments and secretariat have their own offices

Room	Quantity	m ²	Note
Director of Department O10/Human Resources	1x	30	An office for interviewing job applicants to be provided on the ground floor
- Secretariat	1x	30	
- Head of Department	3x	20	
Director of Department O17/Audit	1x	30	
- Secretariat	1x	30	
- Head of Department	4x	20	
Director of Department O26/Strategy	1x	30	
- Secretariat	1x	30	
- Head of Department	2x	20	
Director of Department O27/Communication	1x	30	A separate press centre room to be provided on the ground floor
- Secretariat	1x	30	
- Head of Department	2x	20	
7-m ² flexi space per employee	79x	553	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	

Meeting room for 4 persons	1x	-	
Quiet room (for 2 persons)	3x	-	
-	-	-	

- **Directors of Departments O19, O25, O30**

- It is required that the directors, heads and secretariat have their own offices.
- Given the organisational link to the Director General's Section, the offices of the directors of Departments O19, O25 and O30 should be located one floor below the Director General's Section.

Room	Quantity	m ²	Note
Director of Department O19/International Affairs	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
Director of Department O25/Legal Affairs	1x	30	
- Secretariat	1x	30	
- Head of Department	4x	20	
Director of Department O30/Security	1x	30	
- Secretariat	1x	30	
- Head of Department	2x	20	
7-m ² flexi space per employee	54x	378	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	1x		
Quiet room (for 2 persons)	3x	-	
		-	

- **Network Control Centre (NCC), incl. back office**

- Given the organisational link to the Director General's Section, the NCC Section should be located one floor below the Director General's Section.

Room	Quantity	m ²	Note
Network Control Centre	1x	700	Restricted area; fitted extensively with technology. The schedule and scope will be specified in the next project phase.
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- **Traffic Control Deputy's Section**

- Given the organisational link to the Director General's Section, the Traffic Control Deputy's Section should be located one floor below the Director General's Section.

Room	Quantity	m ²	Note
Deputy Director General	1x	40	

- Secretariat	1x	40	
- Consultant's office	1x	40	
Director of Department O11	1x	30	
- Secretariat	1x	30	
- Head of Department	4x	20	
Director of Department O5	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
Director of Department O12	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
Director of Department O16	1x	30	
- Secretariat	1x	30	
- Head of Department	2x	20	
Director of Department O18	1x	30	
- Secretariat	1x	30	
- Head of Department	2x	20	
Office of Deputy Director General - emergency	1x	20	
7-m ² flexi space per employee	128x	896	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	2x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	2x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
-	-	-	

- **Economic Deputy's Section**

- To be located outside the highest floors

Room	Quantity	m ²	Note
Deputy Director General	1x	40	
- Secretariat	1x	40	
- Consultant's office	1x	40	
Director of Department O1	1x	30	
- Secretariat	1x	30	
- Head of Department	7x	20	
Director of Department O2	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	

Director of Department O4	1x	30	
- Secretariat	1x	30	
- Head of Department	4x	20	
Director of Department O22	1x	30	
- Secretariat	1x	30	
- Head of Department	6x	20	
Director of Department O31	1x	30	
- Secretariat	1x	30	
- Head of Department	4x	20	
7-m ² flexi space per employee	168x	1176	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	2x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	2x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
-	-	-	

- **Railway Operability Deputy's Section**

- To be located outside the highest floors

Room	Quantity	m ²	Note
Deputy Director General	1x	40	
- Secretariat	1x	40	
- Consultant's office	1x	40	
Director of Department O8	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
Director of Department O13	1x	30	
- Secretariat	1x	30	
- Head of Department	4x	20	
Director of Department O14	1x	30	
- Secretariat	1x	30	
- Head of Department	2x	20	
Director of Department O15	1x	30	
- Secretariat	1x	30	
- Head of Department	5x	20	
Director of Department O23	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
Director of Department O24	1x	30	

- Secretariat	1x	30	
7-m ² flexi space per employee	132x	924	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	2x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	2x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
-	-	-	

- **Railway Modernisation Deputy's Section**

- To be located outside the highest floors

Room	Quantity	m ²	Note
Deputy Director General	1x	40	
- Secretariat	1x	40	
- Consultant's office	1x	40	
Director of Department O6	1x	30	
- Secretariat	1x	30	
- Head of Department	6x	20	
Director of Department O7	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
Director of Department O9	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
High-Speed Rail Preparation	1x	30	
- Secretariat	1x	30	
7-m ² flexi space per employee	108x	756	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	2x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	2x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
-	-	-	

- **Entrance floor of General Directorate building**

Room	Quantity	m ²	Note
Foyer	1x	-	With a reception and entrance to other parts of the building through an access control zone
Security service	1x	40	
Room for receptionists and security staff	1x	40	
Mail office	1x	100	Public access
Cash register	1x	20	Public access
ID card office	1x	60	Public access
Meeting room for 2 persons	5x	-	Public access
Meeting room for 4 persons	3x	-	Public access
Public toilet	1x	-	Public access
Press centre	1x	100	
Správa železnic presentation area	1x	100	Public access
Staff toilet	1x	-	For the conference hall
Conference hall – 200 seats	1x	approx 300	Podium, without elevation; may span 2 floors. Must allow division into separate meeting rooms for a minimum of 50 persons
- Service Point	1x	60	
- Control room	1x	20	
- Storeroom	1x	80	
Driver rooms	4x	15	May be located on the second above ground floor
-	-	-	

Building of Správa železnic organisational units

The building will house 5 organisational units with a total of 443 employees.

- Construction Administration - West (CAW)
- Centre for Telematics and Diagnostics (CTD)
- Shared Services Centre (SSC)
- Railway Geodesy Centre (RGC)
- Fire & Rescue Service (FRS)

According to the overall concept, the complex is required to have the following spaces, and these shall be designed in a way that retains the functional and operational links in the entire complex. All floor sizes are expressed as net floor area and are recommendations. Below is a list of requirements for offices, flexi spaces, meeting rooms and other spaces. Requirements for sanitary and welfare facilities, corridors, roads, staircases, lifts and technical rooms are not listed. Their position and dimensions will be designed according to the overall capacity of the building.

- **Construction Administration - West (CAW)**
 - The primary mission of the CAW is to function as an investor of railway infrastructure.
 - The CAW is to be located on the highest floors of the building for the organisational units.

Room	Quantity	m ²	Note
Director's office	1x	40	
- Secretariat	1x	30	
Head of Director's office	1x	40	
Head of Legal Department	1x	30	
Deputy Director for Technology	1x	30	
- Secretariat	1x	30	
- Head of Department	7x	20	
Deputy Director for Investments	1x	30	
- Secretariat	1x	30	
- Head of Department	3x	20	
Deputy Director for Economy	1x	30	
- Secretariat	1x	30	
- Head of Department	5x	20	
7-m ² flexi space per employee	174x	1218	See the specifications of other areas
Meeting room for 20 persons	4x	-	
Meeting room for 10 persons	4x	-	
Meeting room for 4 persons	5x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	8x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
Changing room with shower	1x	30	
Cash Register	1x	20	
-	-	-	

- **Railway Geodesy Centre (RGC)**

- The RGC manages all digital and hard copy documents about all RGC operations, using its geoinformation system.
- Given the organisational link, the RGC should be located close to the CAW.

Room	Quantity	m ²	Note
Director's office	1x	40	
- Secretariat	1x	30	
Deputy Director	2x	30	
- Secretariat	1x	30	
- Head of Department	6x	20	
7-m ² flexi space per employee	30x	210	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	1x	-	

Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	2x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
Planography	1x	50	
Storeroom	1x	10	
-	-	-	

- **Centre for Telematics and Diagnostics (CTD)**

- The CTD is in charge of railway telematics, diagnostics, technical services and advancements in the operability of the railway network while also acting as the central administrator of railway telecommunications assets.
- To be located outside the highest floors

Room	Quantity	m ²	Note
Director's office	1x	40	
- Secretariat	1x	30	
- Office	1x	30	
Legal Support Department	1x	30	
Certification & Accreditation Department	1x	30	
Deputy for Operations	1x	30	
-			
- Head of Department	9x	20	
Technology Section Deputy	1x	30	
-			
- Head of Department	7x	20	
Telematics Section Deputy	1x	30	
-			
- Head of Department	9x	20	
secretariat for Head of Department	1x	30	
Office	4x	20	
7-m ² flexi space per employee	58x	406	See the specifications of other areas
Meeting room for 20 persons	2x	-	
Meeting room for 10 persons	2x	-	
Meeting room for 4 persons	2x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	2x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
Storeroom	1x	30	
Changing room with shower	1x	30	
-	-	-	

- **Shared Services Centre (SSC)**

- The SSC provides comprehensive services and support to all organisational units of Správa železnic.

Room	Quantity	m ²	Note
Director's office	1x	40	
- Secretariat	1x	30	
Deputy Director	1x	30	
- Secretariat	1x	30	
- Head of Department	2x	20	
8-m ² flexi space per employee	58x	464	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	1x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	8x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB
Reception	1x	20	Separate floor entrance
GDPR room	1x	20	
Storeroom	1x	20	
-	-	-	

- **Fire & Rescue Service (FRS)**

- The FRS is divided into the FRS head office and 14 fire brigades located throughout the Czech Republic.

Room	Quantity	m ²	Note
Director's office	1x	40	
- Secretariat	1x	30	
Head of Technical Department	1x	20	
Head of Operations Department	1x	20	
7-m ² flexi space per employee	31x	217	See the specifications of other areas
Meeting room for 20 persons	1x	-	
Meeting room for 10 persons	1x	-	
Meeting room for 4 persons	1x	-	
Large HUB	1x	50	or (1 on one floor of one building)
Small HUB	1x	30	
Quiet room (for 2 persons)	2x	-	
Enclosed refreshment area (for 4 persons)	1x	-	Next to the HUB

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- **Entrance floor of building for organisational units**

Room	Quantity	m ²	Note
Foyer	1x	-	With a reception and entrance to other parts of the building through an access control zone
Security service	1x	15	
Room for receptionists and security staff	1x	15	
Meeting room for 2 persons	2x	-	Public access
Meeting room for 4 persons	2x	-	Public access
Public toilet	1x	-	Public access
IT training room	1x	150	Without daylight
Training room	2x	75	Connecting the rooms must be possible.
Staff toilet	1x	-	For training rooms
-	-	-	

Other premises

According to the overall concept of the proposed solution, the buildings are required to include the following premises, and these shall be designed in a way that retains the functional and operational links in the entire complex. All floor sizes are expressed as net floor area and are recommendations.

Room	Quantity	m ²	Note
Catering area	-	850	Recommended to be located in the building with more employees (may also be located in other buildings depending on the overall layout concept and available area); expected to include a shared kitchen with facilities, several counters serving different types of food, and a common dining area
Retail space	-	-	From an urbanistic perspective, retail space is recommended to be located primarily on the ground floor of building C in Nádražní Street, due to the vicinity of the Terminal, and on the first platform (the size of retail space is to reflect the overall layout concept, available area and the size of retail space in the station building)
Building maintenance			
- Changing rooms, showers, toilet	1x	50	8 persons

- Workshops	1x	50	
Material storerooms			
- Material storeroom	4x	200	Close to a lift, accessible for transport, separate for each building
- Furniture storeroom	2x	100	Close to a lift, accessible for transport
Central registry			
- Registry	1x	1950	Outside a flood-prone area, the registry space should also allow for alternative use in the future
- Administration	1x	30	2 persons
- Secret documents	1x	20	Restricted access
Server room and IT storeroom			
- Server room	2x	100	A separate one for each
- IT storeroom	1x	100	Outside a flood-prone area
Technology			
- HVAC machine room	-	-	According to the overall concept and requirements
- Low-voltage distribution boxes	-	-	According to the overall concept and requirements
- Backup sources	-	-	According to the overall concept and requirements
- Energy centre	-	-	According to the overall concept and requirements
- Other	-	-	
Waste and recycling			
- Mixed, sorted and food waste	-	-	According to the overall concept and requirements
Fitness	1x	300	Workout area, gym, toilets, changing rooms, showers
Kindergarten/babysitting facility	1x	500	2x24 children, day room, bedroom, changing rooms, toilets, offices, storerooms, garden
-	-	-	

Parking

The need to provide parking spaces for the administrative buildings results from the Prague Building Regulations in force. A minimum of 350 parking spaces are required (of which at least 40 shall be for electric vehicles).

The contracting authority requires the following number of parking spaces:

Unit	Total number	
General Directorate	164	
Construction Administration - West	50	

Centre for Telematics and Diagnostics	40	
Shared Services Centre	6	
Railway Geodesy Centre	20	
Fire and Rescue Service	20	
Other	50	Retail units in station building
Total	350	

Given the composition of the Contracting Authority's fleet, at least 60% of the parking spaces are recommended to exceed the usual dimensions set out in the CSN 736058 standard, i.e. to be wider than 2.5 m (standard parking bay width) and longer than 5 m (bay length) (e.g. to allow drivers to get out of Škoda Octavia + car with ease).

In addition, the Contracting Authority requires a minimum of 100 parking spaces for bicycles plus suitable facilities (changing room, shower). The space shall be properly secured.

Other specifications

- **GFA** = Gross Floor Area: It is the area of one floor from the outside of the perimeter walls, inwards.
- **NFA** = Net Floor Area: It is the area of one floor, into which we do not consider the areas of internal load-bearing structures, areas of external structures (balconies, terraces), areas of peripheral structures and unusable floor areas.
- **Secretariat**
 - In addition to secretary workstations (2 persons), the separate secretariat rooms shall contain a suitably built-in kitchen unit (including a sink, fridge and dishwasher), a place prepared for a multifunction device (printer), sufficient space for office cabinets, guest waiting zone (4 places with armchairs and a coffee table), place with a coat hanger, umbrella holder and mirror, and a storage area (lockable cabinet or storeroom).
- **Flexi space**
 - The remaining office space is conceived as FLEXI (not OPEN) space: there will be 7, in some cases 8, square metres per employee. Initially open, the space will be (partly) divided by partitions following consultations during a subsequent process (Interior Project). It is expected that 20%, alternatively up to 60%, of the total FLEXI space will be divided by partitions. The exact arrangement will be selected in the next project phases;
 - 8 square meters per employee are required in the Shared Services Centre (SSC).
- **Meeting rooms**
 - The exact numbers and sizes are specified in the table for individual organisational units and departments. The design of the meeting rooms will be addressed in the Interior Project;
 - The recommended sizes are as follows: meeting room for 20 persons - 30 square metres, meeting room for 10 persons - 18 square metres, meeting room for 4 persons - 12 square metres, quiet rooms (for 2 persons) – maximum of 10 square metres.
- **Common areas, such as HUB, social staircases concept, platforms, etc.**
 - Common areas except for entrance areas of buildings are perceived as a HUB – a meeting and cooperation point (preferably located where vertical and horizontal movement of people converges) that serves as an extension of meeting rooms and where people meet, stop for a while,

establish contacts, have a chat, support their creativity and come up with ideas: all of this creates conditions for their efficient, fast and informal cooperation. Two such areas, a bigger one and a smaller one, are expected on each floor (both should have facilities such as a kitchenette, bar including integrated recycle waste baskets, drink vending machines, phone boxes, etc.) – this is merely an example, a Competition participant can propose an alternative solution addressing the requirement of the Contracting Authority;

- The common areas shall be designed with emphasis on their functionality. Each common area is expected to have a distinctive/dominant feature (a structural or interior element, with consideration being given to the price and an overall unifying concept) that will clearly identify each common area and facilitate navigation in the building (for example, railway-themed features may be used);
 - The area occupied by corridors (in the traditional sense) for normal passage is to be minimized;
 - The recommended/estimated sizes are as follows: large HUB - 50 square metres (20 seats, excl. seats at the bar if provided), small HUB - 30 square metres (15 seats, excl. seats at the bar if provided).
- **Toilets, changing rooms, showers**
 - The size and capacity shall, as a minimum, correspond with the applicable standards or the specified number of employees (the individual blocks may be gender unbalanced and this needs to be taken into account; the ratio may be up to 94 to 6 in both directions).
- **Kindergarten/babysitting facility**
 - The complex is to house a company kindergarten/babysitting facility for Správa železnic employees. The maximum capacity is 2x24 children.
 - A separate day room (playroom, dining room) and bedroom, changing rooms, toilets, storerooms and office for kindergarten management;
 - An outside garden covering at least 200 square metres.
- **Fitness**
 - Intended only for Správa železnic employees;
 - 1 separate workout area, 1 separate gym, facilities - changing rooms, showers, toilets etc;
 - Preferred area: 300 square metres.
- **Network Control Centre**
 - The layout and technical parameters will be specified after study completion in the next project phase. The Network Control Centre is expected to take up 700 square metres (evenly shaped) and be located one floor below the General Directorate.