Minutes of the Meeting of CIIRC Assembly No. 4

DATE AND TIME: October 21\textsuperscript{st}, 2013; from 16.00 to 19.20 p.m.

ROOM: FS, Dejvice

ATTENDEES:
MEMBERS OF THE CIIRC ASSEMBLY:
Z. Hanzalek (ZH), V. Hlavac (VHl), V. Kucera (VK), M. Sebek (MS), M. Valasek (MV)

GUESTS:
V. Marik (VM), O. Velek (OV), V. Dočkal (VD), P. Mikešová (PM)
H. Krautwurmová (HK) from 17:00

CHAIRED BY: Z. Hanzalek

RECORDING SECRETARY: O. Velek

Motto: A-players like to work with A-players and they just don't like working with C-players. A-players hire A-players; B-players hire C-players. Steve Jobs

The members of the CIIRC Assembly approved the minutes of the meeting of CIIRC Assembly No. 3.

ZH proposed to check tasks from previous meeting during discussion of each topic, not at the beginning.

MEETING AGENDA:

<table>
<thead>
<tr>
<th>Description</th>
<th>Responsible</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Possible changes to the meeting agenda</td>
<td>Hanzalek</td>
<td>approve</td>
</tr>
<tr>
<td>2 Template - decide US/UK English</td>
<td>Velek</td>
<td>approve</td>
</tr>
<tr>
<td>3 CIIRC Assembly Rules of Procedure</td>
<td>Kucera</td>
<td>check existence of English version and reserved concepts</td>
</tr>
<tr>
<td>4 CIIRC Science Council Rules of Procedure</td>
<td>Velek</td>
<td>approve</td>
</tr>
<tr>
<td>5 Organizational Structure of CIIRC</td>
<td>Velek</td>
<td>approve</td>
</tr>
<tr>
<td>6 Financial Strategy of CIIRC - Overheads in research projects and supplementary activities</td>
<td>Kratwurmova</td>
<td>discuss and possibly approve</td>
</tr>
</tbody>
</table>
1. POSSIBLE CHANGES TO THE MEETING AGENDA

There were no changes or comments regarding the meeting agenda.

2. DECIDE ENGLISH

Documents of CIIRC Assembly will use US English. /Our proof-reader Mr Harvey Cook can use US English, although he is British.

**Action:** OV will inform Mr. Harvey Cook and add this information CIIRC document’s template.

**Deadline:** October 25, 2013

**Voted item:** Agree on the US English

**Vote:** Approved – five in favour

3. CIIRC ASSEMBLY RULES OF PROCEDURE

The members of the CIIRC Assembly went through the proposed version of the Rules of Procedure VK will update this document. Some of comments:

Point 9: rector and director has the right to speak

**Vote:** Approved – five in favour

Point 10+13: Written record of Assembly meeting will be made: “Minutes of the Meeting of CIIRC Assembly No. X”. The minutes consist of: meeting agenda, voting, future tasks. /In case of voting by e-mail, voting of each
member will be namely written. Minutes of meeting is not exactly recorded speech. Draft will be published on
CIIRC GoogleDocs. Treasurer will ask assembly to approve it at the beginning of the next meeting. Approved
one will be sent to rector, director and all members and minutes will be published for public on
www.ciirc.cvut.cz. Reserved concepts will be only in the Czech version of CIIRC document.

Vote: Approved – five in favour

Action: VK will update document

4. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

The rights of CIIRC SC is given by CIIRC statutes (by AS CTU). Can SC Rules of Procedure add some rights? Not
mentioned in CIIRC Statutes?

Action: VK will discuss with Mr. Olsak

Deadline:

5. ORGANIZATIONAL STRUCTURE OF CIIRC

The document will be updated by OV and submitted later by VM.

Action: The document will be updated by OV and submitted later by VM.

Deadline: until next meeting

/18:10 VHl left meeting/

6. OVERHEADS IN RESEARCH PROJECTS AND SUPPLEMENTARY ACTIVITIES

Version: CD00015-2013-10-17-Rezie-CIIRC-Krautwurmova

Vote: Approved – four in favour

Later this will be a part of “Financial Strategy of CIIRC”.

7. CAREER RULES OF CIIRC

Discussion, the document was on-line edited
- Amount of qualification points (decided by director) will be changed to five (from four)

8. MISCELLANEOUS

VM will discuss cooperation CIIRC – MFF UK with the dean of MFF.
The next 5th CIIRC Assembly meeting will take place on November 1, 2013, 1 p.m. (K14).

APPENDIX A: RESERVED CONCEPTS

APPENDIX B: HISTORY OF THE DOCUMENT
2013-10-22 O. Velek, CIIRC Assembly Minutes No. 4, first draft
2013-10-31 O. Velek, corrected date of meeting September 21st to October 21st

TASKS:

<table>
<thead>
<tr>
<th>NAME</th>
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</thead>
<tbody>
<tr>
<td>Velek</td>
<td>US English - OV will inform Mr. Harvey Cook and add this information CIIRC document’s template</td>
<td>October 25</td>
</tr>
<tr>
<td>Kucera</td>
<td>VK will update CIIRC ASSEMBLY RULES OF PROCEDURE</td>
<td></td>
</tr>
<tr>
<td>Kucera</td>
<td>VK will discuss CIIRC SC RULES OF PROCEDURE with Mr.Olsak</td>
<td></td>
</tr>
<tr>
<td>Velek</td>
<td>OV will Update ORGANIZATIONAL STRUCTURE OF CIIRC and submit to director</td>
<td></td>
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<tr>
<td>Marik</td>
<td>VM will discuss cooperation CIIRC – MFF UK with the dean of MFF</td>
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<tr>
<td>Seguin/?</td>
<td>Organise the next CIIRC Assembly meeting in K14.</td>
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