

**DATE AND TIME:** November 22, 2013; from 2 p.m. to 6 p.m.

**ROOM:** G205

**ATTENDEES:** **MEMBERS OF THE CIIRC ASSEMBLY:**

Z. Hanzalek (ZH), V. Kucera (VK), V. Hlavac (VH),

M. Sebek (MS) /from around 3 p.m./

M. Valasek (MV) /from around 3:30 p.m./

**GUESTS:**

V. Marik (VM) /from around 2:30 p.m./

T. Pajdla, O. Velek (OV), H. Krautwurmova

**CHAired BY:** Z. Hanzalek

**RECORDING SECRETARY:** O.Velek

## Minutes of the Meeting of CIIRC Assembly No. 6

### 1. POSSIBLE CHANGES TO THE MEETING AGENDA

There were no changes or comments regarding the meeting agenda, however the order will be changed.

#### MEETING AGENDA:

	Description	Responsible	Action	Time
1	Possible changes to the meeting agenda	Hanzalek	Approve	5
2	Minutes of the previous meeting	Velek	Approve	1
3	Staff selection procedure	Kucera	Discuss	15
4	Attestation Procedure	Sebek	Discuss	15
5	Organizational Structure of CIIRC	Velek	Approve	15
6	CIIRC Science Council Rules of Procedure	Kucera	info/ approve	2
7	Career Rules of CIIRC	Sebek	info/ approve	2
8	Evaluation of the quality in VaVPI proposal	Sebek	Discuss	
9	Status of the VaVPI proposal preparation context of the CIIRC VaVPI (faculties) and	Marik	info	10

	CIIRC institute (career rules)			
10	Documents and related working groups	Hanzalek	revise/assign the work and set deadlines	5
11	Change control mechanism	Hanzalek	Discuss	1
12	Competence map	Hanzalek	consider new document or part of Organization structure	5
13	Miscellaneous	all		10
14	Next meeting	Hanzalek		2
	Total time			88

## 2. MINUTES OF THE PREVIOUS MEETING

The members of the CIIRC Assembly approved the minutes of the meeting (MoM) of CIIRC Assembly No. 5.

Vote: Approved – three in favor (of three attending)

## 3. Official pronunciation of shortcut “CIIRC”

The only one correct pronunciation of shortcut “CIIRC” will be [ciirk], not [čiiirk] or other.

Vote: Approved – three in favor (of three attending)

## 4. Pre-approved CIIRC documents waiting for AS

Two already pre-approved CIIRC documents will be submitted to AS for final approval (Nov.27).

Responsible: OV

*/about 14:30 VM came/*

## 5. Pre-evaluation for CIIRC academic staff

Tomas Pajdla is preparing pre-evaluation of CIIRC academic staff based on CIIRC rules. The table will be sent to CIIRC academic staff by T.Pajdla for their check (only their own data).

The pre-evaluation will be used by CIIRC director while making working contract with CIIRC academic staff.

*/about 15:00 MS came/*

## 6. Staff selection procedure

Document prepared by VK approved (after small correction)

Vote: Approved – four in favor (of four attending)

## 7. Correction of CIIRC documents

All suggestions for correction of already approved documents will be recorder in file on GoogleDocs:

*CD00037-2013-11-21-Proposal-for-correction-Velek*

Once per about three months all suggestions will be processed at once.

Vote: Approved – four in favor (of four attending)

*/about 15:30 MV came/*

#### **8. Attestation Procedure**

Discussion, everybody will send their comments to MS and MS will prepare updated version.

#### **9. Organizational Structure of CIIRC**

Approved.

Vote: Approved – five in favor (of five attending)

#### **10. Info about VaVpl progress from VM**

- Dec4 and Dec6 TV will come to make document about CIIRC
- Building C , Karlovo namesti is the candidate for temporary CIIRC office and laboratories
- VaVpl preparation meeting time changed to 8:00, originally 10:00, Wednesday 27<sup>th</sup> Nov

*/about 16:00 VH left/*

#### **11. Miscellaneous.**

- BOZP and PO
- info about [ciirc.cvut.cz](http://ciirc.cvut.cz) mailserver (already functional)
- info about rules for staff attendance recording

#### **12. Next meeting.**

- 7<sup>th</sup> meeting: Dec 6<sup>th</sup> room: G205 (agenda mostly VaVpl preparation)
- 8<sup>th</sup> meeting: Dec 20<sup>th</sup> room: G205
  
- Meeting schedule will be posted on webpage: [www.ciirc.cvut.cz](http://www.ciirc.cvut.cz)  
Responsible: V H

### **APPENDIX A: RESERVED CONCEPTS**

### **APPENDIX B: HISTORY OF THE DOCUMENT**

2013-11-27 O. Velek, CIIRC Assembly Minutes No. 6, first draft