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

CHAIRLED 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Responsible</th>
<th>Action</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Possible changes to the meeting agenda</td>
<td>Hanzalek</td>
<td>Approve</td>
<td>5</td>
</tr>
<tr>
<td>2 Minutes of the previous meeting</td>
<td>Velek</td>
<td>Approve</td>
<td>1</td>
</tr>
<tr>
<td>3 Staff selection procedure</td>
<td>Kucera</td>
<td>Discuss</td>
<td>15</td>
</tr>
<tr>
<td>4 Attestation Procedure</td>
<td>Sebek</td>
<td>Discuss</td>
<td>15</td>
</tr>
<tr>
<td>5 Organizational Structure of CIIRC</td>
<td>Velek</td>
<td>Approve</td>
<td>15</td>
</tr>
<tr>
<td>6 CIIRC Science Council Rules of Procedure</td>
<td>Kucera</td>
<td>info/ approve</td>
<td>2</td>
</tr>
<tr>
<td>7 Career Rules of CIIRC</td>
<td>Sebek</td>
<td>info/ approve</td>
<td>2</td>
</tr>
<tr>
<td>8 Evaluation of the quality in VaVPI proposal</td>
<td>Sebek</td>
<td>Discuss</td>
<td></td>
</tr>
<tr>
<td>9 Status of the VaVPI proposal preparation context of the CIIRC VaVPI (faculties) and</td>
<td>Marik</td>
<td>info</td>
<td>10</td>
</tr>
</tbody>
</table>
# Minutes of the Meeting of CIRC Assembly No. 6

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

## 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 [čiirk] 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 27th Nov

/about 16:00 VH left/

11. Miscellaneous.
- BOZP and PO
- info about ciirc.cvut.cz mailserver (already functional)
- info about rules for staff attendance recording

12. Next meeting.
- 7th meeting: Dec 6th room: G205 (agenda mostly VaVpl preparation)
- 8th meeting: Dec 20th room: G205

- Meeting schedule will be posted on webpage: 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