

DATE AND TIME: February 28, 2014; 1 p.m.

ROOM: KN:G-205

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

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

M. Sebek (MS) from 13:10

Valasek (MV) from 14:45

EXCUSED ABSENCE:

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GUESTS:

T.Pajdla O. Velek (OV)

V. Marik (VM) from 15:00,

CHAired BY: Z. Hanzalek

RECORDING SECRETARY: O.Velek

Minutes of the Meeting of CIIRC Assembly No. 11

MEETING AGENDA:

	Description	Responsible	Action
1	Possible changes to the meeting agenda	Hanzalek	approve
2	Minutes of the previous meeting	Velek	approve
3	CIIRC Science Council Rules of Procedure	Kucera	info
4	Career Rules of CIIRC - English version	Pajdla	approve
5	Attestation Procedure - English version	Pajdla	approve
6	Attestation committee - form, progress	Kucera	info
7	Forms for Staff-Selection-Procedure	Velek	info
8	Cotract among faculties and institutes	Marik	info

9	Progress on the CIIRC VaVPI project	Marik	info
10	Competence map	Velek	approve
11	Plan of the future assembly activities	Hanzalek	brainstorming
12	Miscellaneous	all	
13	Next meeting	Hanzalek	

1. POSSIBLE CHANGES TO THE MEETING AGENDA

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2. MINUTES OF THE PREVIOUS MEETING

The members of the CIIRC Assembly approved the MoM of CIIRC Assembly No. 10. (3 of 3)

3. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

Nothing new, AS-CTU will discuss during March's meeting

4. CIIRC – ČIIRK ABBREVIATION

CIIRC will be used, confirmed by AS-CTU

5. CAREER RULES OF CIIRC – ENGLISH VERSION

TP has brought English version translated by Libor Spacek. TP asked Assembly members for opinion about terminology. Some English terms were decided, like Predoc, Postdoc, etc, other terms were not fixed yet, like recommended term "personalities" in Articles 3. TP will edit text based on these recommendations and send it VK. VK will check unfixed terms once more on suggest alternatives or confirm existing terminology.

6. ATTESTATION PROCEDURE – ENGLISH VERSION

Translation was stopped until terminology of Career Rules is fixed so that the same terms are used.

7. ATTESTATION COMMITTEE –the first meeting

Info from VK: Attestation committee had the first meeting February 26, 2014, three members VK, TP, MŠ plus visitor VM. VK was elected as the first Chair. VK asked VM for administrative support, it

will provided by temporary by OV. AK decided that the first members of academic staff to be attested are: CIIRC Assembly members, members of AC and CIIRC director.

TP introduced the draft of the form needed for attestation. OV will prepare existing form for new CIIRC employees to reduce redundant information.

Now form is in MS Word, in future using PDF will be discussed.

10. Competence map

The first draft of competence map was introduced by OV, mainly made from CIIRC Statute, the format was accepted by Assembly members. OV will give the official number to this document and publish it on GoogleDoc. Also information from other CIIRC directives will be added. The document will be used for optimizing processes of CIIRC bodies.

13. NEXT MEETING

The next CIIRC Assembly meetings will take place on **March 21, 2014, 1 p.m.** (KN:G-205).

APPENDIX A: RESERVED CONCEPTS

APPENDIX B: HISTORY OF THE DOCUMENT

2014-03-05 O. Velek, CIIRC Assembly Minutes No. 11, first draft

2014-03-21 O. Velek, Approved

TASKS:

NAME	ACTION	DEADLINE
TP	TP will send the actual English version of the Career Rules of CIIRC to VK and other Assembly members.	During weekend
VK	VK will do the final check of terminology used in the Career Rules of CIIRC	March 21
OV	OV will work on competence map and collect an example of forms fulfilled by the CIIRC new employees.	March 21