

DATE AND TIME: May 30, 2014; 2.00 p.m.

ROOM: KN:G-205

ATTENDEES:

MEMBERS OF THE CIIRC ASSEMBLY:

Z. Hanzalek (ZH), M. Sebek (MS), V. Kucera (VK), M. Valasek (MV)

EXCUSED ABSENCE:

V. Hlavac (VH)

GUESTS:

P. Konvalinka (PK)

V. Marik (VM)

T. Pajdla (TP)

M. Pavlík (MP)

J. Seguin (JS)

O. Štěpánková (OS)

O. Velek (OV)

CHAired BY: Z. Hanzalek

RECORDING SECRETARY: J. Seguin

Minutes of the Meeting of CIIRC Assembly No. 15

| DESCRIPTION | RESPONSIBLE | ACTION |
|---|-------------|------------|
| Possible changes to the meeting agenda | Hanzalek | approve |
| Minutes of the previous meeting | Velek | approve |
| Appointment of the Treasurer | Marik | info |
| Progress on the CIIRC documents by Assembly | Hanzalek | info |
| Progress on the CIIRC VaVpl project | Marik | info |
| Contract among faculties and institutes | Marik | discussion |
| Internal budget and financial strategy | Hanzalek | discussion |

| | | |
|--|-----------------------------|---------|
| CIIRC Science Council Rules of Procedure | Kucera | info |
| Career Rules of CIIRC - English version | Pajdla | approve |
| Attestation Procedure - English version | Pajdla, Spacek, Hanzalek | approve |
| Miscellaneous | all | |
| Next meeting | | |

1. POSSIBLE CHANGES TO THE MEETING AGENDA

There were no changes or comments regarding the meeting agenda.

2. MINUTES OF THE PREVIOUS MEETING

Four members of the CIIRC Assembly approved the MoM of CIIRC Assembly No. 14.

3. APPOINTMENT OF THE TREASURER

A committee (Kucera, Hlavac, Janousek, Lhotska, Pavlik, Svoboda) selected by VM recommended OV to become a CIIRC treasurer. VM accepted the recommendation and appointed OV a CIIRC treasurer with effect from June 1.

4. PROGRESS ON THE CIIRC DOCUMENTS BY ASSEMBLY

ZH informed the rector about the status of the CIIRC documents.

The CIIRC Science Council Rules of Procedure have not been approved by the Academic Senate (AS) yet.

Action: The members of the CIIRC Assembly will propose candidates for the International Advisory Board of CIIRC.

Deadline: June 16, 2014

5. PROGRESS ON THE CIIRC VAVPI PROJECT

Vit Dockal is in charge of the VaVpl documents that should be in harmony with the Assembly document system.

CIIRC VaVpl team is working on the preparation of the technical annex to the contract with the Ministry of Education, Youth and Sports.

The Ministry of Education will be the only body to finance the VaVpl project. 27 construction companies have shown interest in the tender for the construction of the CIIRC building.

The Hanspaulka issue will be resolved within two to three weeks.

As agreed, Billa closed down and has been vacated.

The rector will initiate the transfer of financial means for the CIIRC operation. CIIRC has started to apply for grants.

6. CONTRACT AMONG FACULTIES AND INSTITUTES

The rector and VM have been negotiating the contract between CIIRC and the Faculty of Electrical Engineering with Pavel Ripka (PR).

VM emphasized that it is necessary to fulfil the monitoring indicators regarding teaching certain programs and subjects.

It is necessary to draw up a general contract applicable for all faculties and institutes.

7. INTERNAL BUDGET AND FINANCIAL STRATEGY

The internal budget and financial strategy will be discussed at the next Assembly meeting.

8. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

The CIIRC Science Council Rules of Procedure have not been presented to the Academic Senate yet. The CIIRC Science Council has to be established within three months from the appointment of the CIIRC Director.

9. CAREER RULES OF CIIRC – ENGLISH VERSION

Will be finalized at the next Assembly meeting.

10. ATTESTATION PROCEDURE – ENGLISH VERSION

The Attestation Procedure has been translated into English and will be presented at the next Assembly meeting.

Action: ZH will check the English version of the Attestation Procedure; after that he will send it to the members of the CIIRC Assembly for their comments.

Deadline: June 13, 2014

11. MISCELLANEOUS

11.1.

Attestation Committee

The Attestation Committee has given attestation to 6 people.

The Attestation Committee is ready to provide attestation in June.

11.2.

Action: VM will ask VH to discuss the situation at the Electrical Engineering with regards to CIIRC with the senators of the Faculty of Electrical Engineering.

Deadline: June 13, 2014

11.3.

Every research program leader will nominate one person to be responsible for the office/laboratory equipment specifications so that all offices/laboratories are united regarding the equipment.

11.4.

VM will be nominated a CIIRC director with effect from July 1, 2014.

11.5.

Offices/laboratories:

The rector received a proposal from VH to allocate seats for CIIRC employees in building G; however the dean refused this solution.

The rector has proposed the following options:

- I. virtual seats in building G (payment of overheads)
- II. seats at the CTU in Horska street
- III. building C

11.6.

OS described a complicated situation and uncomfortable working atmosphere at the Faculty of Electrical Engineering.

11.7.

MP informed about the settlement between the Prague City Hall, CTU and Hanspaulka. Construction companies have a chance to apply for the tender for the construction of the CIIRC building by June 30, 2014.

The rector will appoint a tender committee (consisting of 13 members) to pick the general supplier for the construction.

12. NEXT MEETING

The next CIIRC Assembly meeting will take place on June 20, 2014 at 2 p.m.

APPENDIX A: RESERVED CONCEPTS

APPENDIX B: HISTORY OF THE DOCUMENT

2014-05-30 J. Seguin, CIIRC Assembly Minutes No. 15, first draft

TASKS:

| NAME | ACTION | DEADLINE |
|-----------------------------------|---|-----------------|
| All members of the CIIRC Assembly | The members of the CIIRC Assembly will propose candidates for the International Advisory Board of CIIRC. | June 16 |
| ZH | ZH will check the English version of the Attestation Procedure; after that he will send it to the members of the CIIRC Assembly for their comments. | June 13 |
| VM/VH | VM will ask VH to discuss the situation at the Electrical Engineering with regards to CIIRC with the senators of the Faculty of Electrical Engineering. | June 13 |