

DATE AND TIME: June 20, 2014; 2.00 p.m.

ROOM: KN:G-102(A)

ATTENDEES: **MEMBERS OF THE CIIRC ASSEMBLY:**
Z. Hanzalek (ZH), V. Hlavac (VH) – on the phone, V. Kucera (VK),
M. Sebek (MS), M. Valasek (MV)

GUESTS:
V. Marik (VM)
T. Pajdla (TP) – for 10 minutes
P. Ripka (PR)
J. Seguin (JS)
P. Vrba (PV)

CHAired BY: Z. Hanzalek

RECORDING SECRETARY: J. Seguin

Minutes of the Meeting of CIIRC Assembly No. 16

DESCRIPTION	RESPONSIBLE	ACTION
1. Possible changes to the meeting agenda	Hanzalek	approve
2. Minutes of the previous meeting	Velek	approve
3. Agreement FEL-CIIRC	Hanzalek	
4. Career Rules of CIIRC - English version	Pajdla	approve
5. Attestation Procedure - English version	Pajdla, Spacek, Hanzalek	approve
6. Internal budget and financial strategy	Velek, Hanzalek	discussion
7. Progress on the CIIRC VaVpl project	Marik	info
8. Contract among faculties and institutes	Marik	discussion
9. CIIRC Science Council Rules of Procedure	Kucera	info
10. Miscellaneous	all	
11. Next meeting	Hanzalek	

1. POSSIBLE CHANGES TO THE MEETING AGENDA

One item was added to the meeting agenda: "Agreement FEL-CIIRC".

2. MINUTES OF THE PREVIOUS MEETING

Five members of the CIIRC Assembly approved the MoM of CIIRC Assembly No. 15.

3. AGREEMENT FEL-CIIRC

PR was present at the meeting of the CIIRC Assembly with the intention to establish better relations between CIIRC and the Faculty of Electrical Engineering (FEE).

PR explained the status of the proposal for a general contract among faculties and institutes. The rector discussed the proposal at the Rector's Gremium and at the meeting with the deans – some points are at issue. New principles are being discussed at the moment, such as the main workplace; possibility to change the main workplace once a year (using a three-party agreement); RIV calculation and distribution; collaboration on projects and so on.

PR proposed that CIIRC would not accredit study programmes during the period of the project sustainability (until 2020). ZH explained that CIIRC does not intend to accredit any new study programmes at the moment as experts from CIIRC will teach at other faculties.

Issues to be resolved between CIIRC and the FEE:

- a three-party agreement
- seats
- transfer of equipment
- transfer of projects – documents related to the project should stay at the original workplace + at the new workplace
- virtual seats until 2015 – individual members of teams should not be relocated

VM offered PR space for the FEE in the new CIIRC building.

The Czech-Chinese laboratory will be moved out from the 2nd floor of the CIIRC building.

The CIIRC parking lot cannot be rented for commercial purposes.

PR invited CIIRC representatives to be present at the Dean's Advisory Board meeting.

PR is not against a shared work load (FEE+CIIRC); the profit/RIV points... will be shared based on the percentage of the work load. PR requires keeping the contribution of the K-coefficient at the FEE.

The attendees discussed how to divide points for

- 1) publication activities: based on a work load
- 2) K-coefficient: based on the main workload
- 3) quality: combination of teaching and research

MV informed the attendees that the institutes will not accredit study programmes unless it is done jointly with other faculties.

VM proposed to PR that CIIRC and the FEE would accredit a study programme together. PR did not accept the proposal.

PR suggested that CIIRC should increase overheads to 15% - PR considers the lower overheads at CIIRC to be competitive. Full-cost overheads are 17%. VM proposed preparing an overall financial model as well as using a gentleman's agreement.

VM proposed to PR applying for a collective project (for instance in the area of electric drives).

The CIIRC representatives (VM, MS, VH, probably MV) will have a meeting with the dean at the dean's office on July 1, 1 p.m. VM will be in charge of the organization of subsequent meetings with the dean. The members of the CIIRC Assembly will receive a short summary of the conclusions of the meetings.

4. CAREER RULES OF CIIRC - ENGLISH VERSION

5. ATTESTATION PROCEDURE - ENGLISH VERSION

5 members of the CIIRC Assembly approved the Czech version of the CIIRC Attestation Procedure.

The English version:

- numbering of paragraphs must be in accordance with the Czech version
- výběrové řízení → staff selection process (in accordance with the Career Rules of CIIRC)
- Predoc → Phd student employed in CIIRC

Action: ZH and OV will finalize both versions of the CIIRC Attestation Procedure.

Deadline: August 8, 2014

Action: M. Navara and R. Sara will be asked to proofread 5 documents approved by the CIIRC Assembly.

JS and OV will prepare reserved concepts.

Deadline: August 8, 2014

6. INTERNAL BUDGET AND FINANCIAL STRATEGY

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

7. PROGRESS ON THE CIIRC VAVPI PROJECT

CIIRC received a written notification from the Ministry of Education, Youth and Sports to finance the CIIRC project. The representatives of CIIRC and the Ministry of Education negotiated the content of the agreement that should be signed by both parties by June 30.

The candidates for the general supplier for the construction of the CIIRC building will be known on July 4.

The candidates for the construction supervision will be known on July 2.

8. CONTRACT AMONG FACULTIES AND INSTITUTES

9. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

10. MISCELLANEOUS

10.1.

VK representing the Attestation Committee (AC) informed the attendees about the results of the attestation. The next meeting of the AC is on July 7; the documents necessary for the attestation have to be submitted by June 30.

Action: MV will provide names of candidates for the attestation.

Deadline: August 8, 2014

The AC will prepare 2 templates to instruct candidates how to fill in the form.

10.2.

The members of the CIIRC Assembly will nominate a new chairman of the CIIRC Assembly.

11. NEXT MEETING

The next CIIRC Assembly meeting will take place on August 15, 2014 at 10 a.m.

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, OV	ZH and OV will finalize both versions of the CIIRC Attestation Procedure.	August 8
M. Navara, R. Sara JS, OV	M. Navara and R. Sara will be asked to proofread 5 documents approved by the CIIRC Assembly. JS and OV will prepare reserved concepts.	August 8
MV	MV will provide names of candidates for the attestation.	August 8