



MINUTES OF CIIRC ASSEMBLY MEETING NO. 23

MEETING NO.: 23

DATE AND TIME: May 22, 2015; 2.00 p.m.

ROOM: Evrop:8p

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| ATTENDEES: | MEMBERS OF THE CIIRC ASSEMBLY: Z. Hanzalek (ZH) V. Hlavac (VH) V. Kucera (VK) M. Sebek (MS) M. Valasek (MV) GUESTS: V. Marik (VM) O. Velek (OV) |
| CHAired BY: | Z. Hanzalek |
| RECORDED BY: | O.Velek |

PROGRAM OF THE MEETING:

| | DESCRIPTION | RESPONSIBLE | ACTION |
|----|---|--------------------|---------------|
| 1 | Possible changes to the meeting agenda | Hanzalek | approve |
| 2 | Minutes of the previous meeting and task review | Velek | approve |
| 3 | Projets | | info |
| 4 | Progress on the CIIRC building | Marik | info |
| 5 | Internal budget and financial strategy | Velek Hanzalek | info |
| 6 | New web design | Hlavac | info |
| 7 | Information about the attestation progress | Kucera | approve |
| 8 | Miscellaneous | all | info |
| 9 | Next meeting | Hanzalek | info |
| 10 | | | |
| 11 | | | |



1. POSSIBLE CHANGES TO THE MEETING AGENDA

The agenda was unanimously approved.

2. MINUTES OF THE PREVIOUS MEETING AND TASK REVIEW

The MoM of CIIRC Assembly No. 23 were unanimously approved.

3. Projects

(VM) The CIIRC project teams proposed to rector the draft of rules for managing our EDS project, but it was not decided yet, the discussion with the rector continues.

The CIIRC project team is active in preparing projects for OP VVV. We presented several ideas to rector of CTU and we are preparing to realize them.

4. PROGRESS ON THE CIIRC BUILDING

(VM) Recently, the focus of the construction works were more moved to the base of A building. The problems with the machine for digging the building basement were solved and soon the progress will be visible.

5. INTERNAL BUDGET AND FINANCIAL STRATEGY

(ZH) The discussion about financial strategy of CIIRC was organized with young researchers. There are two different approaches:

- The basic economical unit sharing funds and budget is “section” (the smallest research unit in CIIRC, typically up to 5 researches working on the same topic)
- Or the basic economical unit is bigger research department, where funds can be transferred among different sections, based on the decision of department’s management.

The CIIRC should be open for both approaches and the CIIRC financial strategy should allow researchers implementation of their favorite strategy inside their section/group.

(OV) Since CTU organization structure and CTU financial structure can be different, there is no technical problem make some sections as independent financial units and other sections inside another department just organization unit.

(ZH) Funds and budget can be managed by leader of sections/department.

Independently on sharing funds among researchers in sections/departments, there are the “research projects”, which have their own budget, and the project leader is responsible for project funds management.

In the same way, the CIIRC director is managing projects received by CIIRC as well as CIIRC common budget. The CIIRC director reports about financial matters as defined in CIIRC Status.

(ZH) was appointed to draft the main principles in the document.

6. NEW WEB DESIGN

VH: Mrs. Lenka Vyslouzilova together with Jan Kreps are helping with CIIRC WEB improvement.

Actual state of CIIRC internal and external WEB presented to the Assembly.

We request each leader of research section to prepare short web presentation.



7. INFORMATION ABOUT THE PROGRESS OF ATTESTATIONS

(VK) The new attestation manual was published on WEB, so that the attestation form should be easier to fulfill.

VK also informed the Assembly about attestation results.

8. MISCELLANEOUS

(VM+OV) Organization structure of administrative department will be updated:

1. Newly IT Section"
2. "VaVpl management control section" renamed to "Strategic projects management control section"

Research section with at least three active researchers will be created. The draft of updated CIIRC organization structure will be prepared and presented to the Assembly.

9. NEXT MEETING

Meeting No. 24: will be decided later