## MINUTES OF CIIRC ASSEMBLY MEETING NO. 29

**MEETING NO.:** 29  
**DATE AND TIME:** June 20, 2016; 3 p.m.  
**ROOM:** 8.39 BLOX

### ATTENDEES:

- **MEMBERS OF THE CIIRC ASSEMBLY:**
  - Z. Hanzalek (ZH)
  - V. Hlavac (VH)
  - M. Sebek (MS)
  - V. Kucera (VK)
  - M. Valasek (MV) - excused
  - T. Pajdla (TP)
  - J. Urban (JU)

- **GUESTS:**
  - V. Marik (VM)
  - O. Velek (OV)
  - T. Vyhlidal (TV)
  - M. Navara (MN)
  - K. Hanibalova (KH)

### CHAIRED BY:

- Z. Hanzalek

### RECORDED BY:

- L. Lovett

### PROGRAM OF THE MEETING:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>RESPONSIBLE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Possible changes to the meeting agenda</td>
<td>Hanzalek</td>
<td>approve</td>
</tr>
<tr>
<td>2 Minutes of the previous meeting and task review</td>
<td>Velek</td>
<td>approve</td>
</tr>
<tr>
<td>3 Attestation rules and procedure</td>
<td>Kucera</td>
<td>info</td>
</tr>
<tr>
<td>4 Review of CIIRC assembly members from Jan 2016</td>
<td>Hanzalek</td>
<td>info</td>
</tr>
<tr>
<td>5 Financial Strategy</td>
<td>Hlavac, Hanzalek, Marik</td>
<td>info</td>
</tr>
<tr>
<td>6 Web design</td>
<td>Hlavac</td>
<td>info</td>
</tr>
<tr>
<td>7 Information about the attestation progress</td>
<td>Kucera</td>
<td>info</td>
</tr>
<tr>
<td>8 Miscellaneous</td>
<td>all</td>
<td>info</td>
</tr>
<tr>
<td>9 Next meeting</td>
<td>Hanzalek</td>
<td>info</td>
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<td>10</td>
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<td>11</td>
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</table>
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. 28 were unanimously approved.

3. **ATTESTATION RULES AND PROCEDURES**
   6 new professional titles describing the researcher’s position have been agreed. 
   5 documents need to be changed - approved by the Assembly members.  
   Everyone who has been awarded attestation should be published at the CIIRC website.  
   The attestations should be promoted.

4. **REVIEW OF CIIRC ASSEMBLY MEMBERS FROM JAN 2016**
   The assembly discussed the new members of Attestation commission: 
   New members of the Attestation commission: Michael Šebek and Josef Urban  
   Suggested future members: Tomáš Vyhlídal and Robert Babuska

5. **FINANCIAL STRATEGY**
   Cost units: There should be as many cost units as there is departments, not more (VM).  
   Procedure prepared by ZH - discussed and agreed.  
   The information will be passed onto the person responsible for the cost unit  
   “CIIRC Financial strategy” will be accessible from the CIIRC secretary OV

6. **WEB DESIGN**

7. **INFORMATION ABOUT THE PROGRESS OF ATTESTATIONS**

8. **MISCELLANEOUS**
   Prof. Mařík will prepare directives/regulations for the Advisory board.  
   There should be a propagation of Attestations at the CIIRC 3rd Anniversary meeting.  
   VH – RMP department will have a part time administrator Ms. Petra Zufnickova, starting Sept. 2016.

9. **NEXT MEETING**
   1.7.2016   8:00hod Gremium  
   1.7.2016   9:00hod Assembly  
   20.9.2016  9:00hod