Minutes of the Meeting of CIIRC Assembly No. 12

DATE AND TIME: March 21, 2014; 1 p.m.

ROOM: KN:G-205

ATTENDEES: MEMBERS OF THE CIIRC ASSEMBLY:
Z. Hanzalek (ZH), V. Hlavac (VH), M. Sebek (MS)

EXCUSED ABSENCE:
V. Kucera (VK), M. Valasek (MV)

GUESTS:
V. Marik (VM)
J. Seguin (JS)
O. Velek (OV)

CHAIRED BY: Z. Hanzalek

RECORDING SECRETARY: J. Seguin

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MEETING AGENDA:

<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</td>
<td>Velek</td>
<td>approve</td>
</tr>
<tr>
<td>3 CIIRC Science Council Rules of Procedure</td>
<td>Kucera</td>
<td>info</td>
</tr>
<tr>
<td>4 Career Rules of CIIRC - English version</td>
<td>Pajdla</td>
<td>approve</td>
</tr>
<tr>
<td>5 Attestation Procedure - English version</td>
<td>Pajdla</td>
<td>approve</td>
</tr>
<tr>
<td>6 Attestation committee - form, progress</td>
<td>Kucera</td>
<td>info</td>
</tr>
<tr>
<td>7 Forms for Staff-Selection Procedure</td>
<td>Velek</td>
<td>info</td>
</tr>
<tr>
<td>8 Contract among faculties and institutes</td>
<td>Marik</td>
<td>info</td>
</tr>
<tr>
<td>9 Progress on the CIIRC VaVPI project</td>
<td>Marik</td>
<td>info</td>
</tr>
<tr>
<td>10 Competence map</td>
<td>Velek</td>
<td>approve</td>
</tr>
<tr>
<td>11 Plan of the future assembly activities</td>
<td>Hanzalek</td>
<td>brainstorm</td>
</tr>
<tr>
<td>12 Miscellaneous</td>
<td>all</td>
<td></td>
</tr>
<tr>
<td>13 Next meeting</td>
<td>Hanzalek</td>
<td></td>
</tr>
</tbody>
</table>
1. **POSSIBLE CHANGES TO THE MEETING AGENDA**
There were no changes or comments regarding the meeting agenda.

2. **MINUTES OF THE PREVIOUS MEETING**
Three members of the CIIRC Assembly approved the MoM of CIIRC Assembly No. 12.

3. **CIIRC SCIENCE COUNCIL RULES OF PROCEDURE**
This item on the agenda has been moved to the next meeting of the AS.

4. **CAREER RULES OF CIIRC - ENGLISH VERSION**
This item on the agenda has been moved to the next meeting of the CIIRC Assembly.

5. **ATTESTATION PROCEDURE - ENGLISH VERSION**
This item on the agenda has been moved to the next meeting of the CIIRC Assembly.

6. **ATTESTATION COMMITTEE - FORM, PROGRESS**

   **Voted item:** The Attestation Committee will amend the form so that it is consistent with the other approved CIIRC documents using the following terminology: Research, Education, Enterprise, Leadership.
   The form will include this information: “Please fill in only significant information.”

   **Vote:** Approved – three in favor

7. **FORMS FOR STAFF-SELECTION PROCEDURE**
The acting treasurer will provide forms necessary for the staff selection.

8. **CONTRACT AMONG FACULTIES AND INSTITUTES**
   +

9. **PROGRESS ON THE CIIRC VAVPI PROJECT**
The members of the CIIRC Assembly discussed both points.

10. **COMPETENCE MAP**
The competence map document has been given a document number and will be treated in the same way as the Reserved Concepts document.

11. **PLAN OF THE FUTURE ASSEMBLY ACTIVITIES**

12. **MISCELLANEOUS**


   New members of the CIIRC Assembly can be granted a dispensation regarding their work load (less than 0.5).

   VH emphasized that it is necessary for all the members of the CIIRC Assembly to carry out the given tasks.

   VH proposed to address the CIIRC supporters and communicate with public.

   VM informed about a seminar regarding the EU funding for Prague in 2014 – 2020 (March 24, 2014).
13. NEXT MEETING
The next CIIRC Assembly meeting will take place on April 18 at 1 p.m.

TASKS:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>VK</td>
<td>The Attestation Committee will amend the form so that it is consistent with other approved CIIRC documents using the following terminology: Research, Education, Enterprise, Leadership. The form will include this sentence: “Please fill in only significant information.”</td>
<td>April 11</td>
</tr>
<tr>
<td>OV</td>
<td>The acting treasurer will provide forms necessary for the staff selection.</td>
<td>April 11</td>
</tr>
<tr>
<td>VH</td>
<td>VH will add approved CIIRC documents (in Czech and English) to the CIIRC web pages - <a href="http://www.ciirc.cvut.cz/documents">http://www.ciirc.cvut.cz/documents</a>.</td>
<td>April 11</td>
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