MINUTES OF CIIRC ASSEMBLY MEETING NO. 20

MEETING NO.: 20  DATE AND TIME: December 12, 2014; 1.00 p.m.  ROOM: KN:G-205

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)
J. Seguin (JS)

CHAIREd BY: Z. Hanzalek

RECORDED BY: J. Seguin

PROGRAM OF THE MEETING:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>RESPONSIBLE</th>
<th>ACTION</th>
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</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 Progress on the CIIRC building</td>
<td>Marik</td>
<td>info</td>
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<tr>
<td>4 Contract among faculties and institutes</td>
<td>Marik</td>
<td>info</td>
</tr>
<tr>
<td>5 Internal budget and financial strategy</td>
<td>Velek, Hanzalek</td>
<td>info</td>
</tr>
<tr>
<td>6 New web design</td>
<td>Hlavac</td>
<td>info</td>
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<tr>
<td>7 Update of organizational structure – platforms</td>
<td>Velek</td>
<td>approve</td>
</tr>
<tr>
<td>8 Information about the progress of attestations</td>
<td>Kucera</td>
<td>info</td>
</tr>
<tr>
<td>9 CIIRC Science Council Rules of Procedure</td>
<td>Kucera</td>
<td>info</td>
</tr>
<tr>
<td>10 Miscellaneous</td>
<td>all</td>
<td>info</td>
</tr>
<tr>
<td>11 Next meeting</td>
<td>Hanzalek</td>
<td>info</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. 19 were unanimously approved.

3. **PROGRESS ON THE CIIRC BUILDING**
   The foundation stone tapping ceremony took place on November 24, 2014.
   Operation meetings of technical representatives (“Kontrolní dny”) take place regularly every week.
   The CTU and Hochtief are to sign an amendment to the contract.
   The construction continues as planned.
   The Minister of Education has not signed the contract yet. CIIRC has processed additional documents required by the Ministry of Education.
   VM was asked to provide a calculation of operation costs of CIIRC/m².
   CIIRC will use 7 offices in Building C at the Charles Square starting January 1, 2015.
   Some of the CIIRC researchers will be seated in Certicon in Dejvice – 550 m².
   The issue of the spectrometer for the Faculty of Nuclear Sciences and Physical Engineering has been resolved.
   8-10 employees of the FEE plan to have shared workload (FEE and CIIRC). The FEE is not in favor of this solution.
   CIIRC has obtained two grants from the Czech Science Foundation (GA CR).
   The Centre for Applied Cybernetics will be transferred to CIIRC in 2015.
   At the moment CIIRC has 20 FTE. Starting January 1 CIIRC is to have 30 FTE.
   CIIRC will cooperate with the Faculty Hospital in Olomouc, Mayo Clinic and Eaton.

4. **CONTRACT AMONG FACULTIES AND INSTITUTES**
   The content of the contract among faculties has not been agreed on yet.

5. **INTERNAL BUDGET AND FINANCIAL STRATEGY**
   ZH and OV presented a structure of the financial strategy document that will be used for internal purposes (i.e. CIIRC employees).
   The budget described in the document applies to a budget of individual departments, not groups.
   RIV points will be divided based on the CTU methodology.
   The document will be ready by February 15, 2015.
   The CIIRC treasurer will nominate members of the working group regarding the financial strategy (M. Sebek, V. Hlavac, H. Krautwurmova, P. Mikesova, T. Pajdla).
   The document will be shared using the google application.

6. **NEW WEB DESIGN**
   VH: V. Hlavac, O. Velek, J. Seguin, D. Vecerka, and J. Kreps met a graphic designer Mr. Soukup and agreed to pay 20 thousand for a technical proposal for the CIIRC web pages.

7. **UPDATE OF ORGANISATION STRUCTURE – PLATFORMS**
Five members of the CIIRC Assembly agreed to establish a new group called “Oddělení řízení platforem”.

CIIRC is divided into:
a) research departments of two types:
   I. departments
   II. platforms (e.g. CAK, KAC)
b) administrative office sections

8. INFORMATION ABOUT THE PROGRESS OF ATTESTATIONS
   VK: The meeting of the Attestation Committee took place on 12 December 2014. One new attestation request was submitted and processed. The next Attestation Committee meeting will be held when required.

9. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE
   (VK) The rector has not submitted the document to the Academic Senate yet.

10. MISCELLANEOUS
   10.1. Templates of filled-in attestation forms will be available at the CIIRC web pages after the return of T. Pajdla from Japan.
   10.2. Updated reserved concepts will be available at the CIIRC external as well as internal web pages.

11. NEXT MEETING
   Meeting No. 21, January 23, 2.00 p.m., KN:G-205

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible person</th>
<th>Deadline</th>
<th>P*</th>
<th>F*</th>
<th>C*</th>
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<tbody>
<tr>
<td>VM will provide a calculation of operation costs of CIIRC/m2.</td>
<td>Marik</td>
<td>January 23</td>
<td>P</td>
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<tr>
<td>Update reserved concepts</td>
<td>Seguin</td>
<td>January 23</td>
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<td>The CIIRC treasurer will nominate members of the working group regarding the financial strategy (M. Sebek, V. Hlavac, H. Krautwurmova, P. Mikesova, T. Pajdla).</td>
<td>Velek</td>
<td>December 31</td>
<td>P</td>
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<td>The financial strategy document</td>
<td>Velek, Hanzalek</td>
<td>February 15</td>
<td>P</td>
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<td>VaVpI team will meet with the program leaders regarding their plans for 2014 and 2015 and the devices.</td>
<td>VaVpI team</td>
<td>December 14</td>
<td>F</td>
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Templates of filled-in attestation forms will be available at the CIIRC web pages.

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<tr>
<th>Kucera</th>
<th>February</th>
<th>P</th>
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P: in progress, F: finished, C: canceled