



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:

	DESCRIPTION	RESPONSIBLE	ACTION
1	Possible changes to the meeting agenda	Hanzalek	approve
2	Minutes of the previous meeting and task review	Velek	approve
3	Progress on the CIIRC building	Marik	info
4	Contract among faculties and institutes	Marik	info
5	Internal budget and financial strategy	Velek, Hanzalek	info
6	New web design	Hlavac	info
7	Update of organizational structure – platforms	Velek	approve
8	Information about the progress of attestations	Kucera	info
9	CIIRC Science Council Rules of Procedure	Kucera	info
10	Miscellaneous	all	info
11	Next meeting	Hanzalek	info



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 platformem”.

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

Task	Responsible person	Deadline	P*	F*	C*
VM will provide a calculation of operation costs of CIIRC/m2.	Marik	January 23	P		
Update reserved concepts	Seguin	January 23	P		
The CIIRC treasurer will nominate members of the working group regarding the financial strategy (M. Sebek, V. Hlavac, H. Krautwurmova, P. Mikesova, T. Pajdla).	Velek	December 31	P		
The financial strategy document	Velek, Hanzalek	February 15	P		
VaVpl team will meet with the program leaders regarding their plans for 2014 and 2015 and the devices.	VaVpl team	December 14		F	



Templates of filled-in attestation forms will be available at the CIIRC web pages.	Kucera	February	P		

P: in progress, F: finished, C: canceled