Minutes from the Meeting of the Assembly of CIIRC on Monday July 15, 2013

Version 04

1 Introduction

Meeting participants:

Five members of CIIRC Assembly Z. Hanzalek (ZH), V. Hlavac (VHl), V. Kucera (VK), M. Sebek (MS), M. Valasek (MV), CIIRC director V. Marik (VM), CTU Rector V. Havlicek (VHa), CTU Academic Senate Chairman P. Konvalinka (PK) and several other guests (details at the list of attendees).

The meeting started in the room G102 at Charles Square campus of CTU at 10:05. The meeting was open by VHl, who did the preparatory work for the meeting. He distributed the attendance list to be signed. All appointed members of the Assembly were present. The minute-man was appointed MV.

2 The Possible changes to the meeting program

VHl distributed the printed meeting program which was sent also by email in advance. VHl explained that small comments arrived before the meeting. VK commented the fact from Statutes that the work load for Assembly members was initially set on 9 months.

3 The Election of the CIIRC Assembly Chairman

VHl explained the function of the CIIRC Assembly chairman as written in the CIIRC Statutes. ZH asked for the election of the Steering committee of the Assembly consisting of 3 members. VK asked for the Rules of procedure of the Assembly. The Assembly members discussed the ballot procedure. It was decided that the chairman will be elected in a secret ballot. The Steering Committee of three members will be elected too.

VHl proposed ZH for the position of CIIRC Assembly chairman because he is dynamic, the youngest from the Assembly members, and will be the closest personality to young top researchers we like to attract to CIIRC. ZH asked that his potential Assembly chairman period should be time-limited. VK said the period 9 months could be applied from the Statutes. It was realized in the discussion that the period is not limited. Rector VHa asked to do the minimum changes of the CIIRC Statutes because there is tremendous overhead related to it.

It was concluded that the period of the Assembly chairman and the Steering Committee of Assembly should be dealt with in the pending Rules of Procedure of the Assembly. Josef Svoboda (JS) proposed to declare the function period before the election. It was voted by Assembly members unanimously that the first CIIRC Assembly chairman will be in his office for one year.

Finally the secret ballot was carried out. The results were counted by VK and P. Konvalinka (Chairman of CVUT Senate, PK). VK declared five positive votes for ZH. ZH was elected unanimously the first Chairman of the CIIRC Assembly.

The election of the CIIRC Steering committee followed. The proposal was to elect three members of the Steering committee including the Assembly Chairman. It was voted by Assembly members unanimously that the Steering committee would consist of 3 members. The proposed candidates were VHl, MS and ZH as the chairman.

The ballot was carried out. It was counted by VK and PK. VK declared 4 ballots for ZH, 5 ballots for VH and MS. After the vote, MV apologized for the mistake because he did not realize that he was supposed to vote for the Assembly chairman too. This means that ZH was fully supported too.

ZH asked what the relation of CIIRC to the CTU Academic Senate is. The rector VHa explained the details of the relation and involved procedures. PK wished the CIIRC and CIIRC Assembly success. He apologized and left the meeting.

4   CIIRC Director informs about CIIRC related news

VM in the capacity of the CIIRC director provided information about CIIRC establishment. CIIRC was established on July 1, 2013. He was appointed the CIIRC director. He established 2 economic sections, the secretariat of the director, four laboratories (Cognitive robotics headed by VHl, Industrial informatics headed by ZH, Cybernetic- physical systems headed by MS, and Intelligent systems headed by VM).

The responsible persons for financial operations were appointed by VM. The originator (prikazce in Czech), i.e. authorized persons to sign financial orders for CIIRC are VM and VHl. The budget administrators (spravce rozpoctu in Czech) were appointed H. Krautwurmova and J. Seguin. The salaries agenda is solved by M. Kolarova from FME CVUT. The CTU Bursar opened the account for CIIRC. The CIIRC Director's Secretariat is headed by J. Seguin.

The first employments with CIIRC will start from August 1, 2013. The first projects of CIIRC both international and national will start soon.

The meeting for VaVPI project team will take place in G102a on July 31, 2013 from 9:00 to max 11:00.

5   Authorization of the CIIRC Career Rules

The Career Development Rules document prepared by a team led by Tomas Pajdla was discussed. ZH and MS objected to several ideas in the proposed text. The extensive and one hour long discussion followed.

The topic was the mixture of working position at CVUT from the law and the scientific positions at CIIRC. The director should decide about the employment issue, the Assembly should decide about the employee scientific rank.

The CIIRC director VM proposed to check the modified version of Career Rules with lawyers before he would submit it to the CIIRC Assembly. VH proposed that a committee of the assembly for the preparation of both documents is established. This committee would perform iteration of the formulation with the CIIRC director and after an agreement the director would submit the document to the Assembly.

The final Career Rules will be without figures. The Rector VHa proposed that the articles 1.5 and 1.6 become standalone articles. JS proposed to combine the preparation of the Career Rules with the Rules of Procedure of the Attestation Committee. VK suggest a pragmatic step. There should be a single committee both for Career Rules and attestation procedures. This idea was supported by all present (without voting). Rector VHa suggests that names in the document are compliant with inner bylaws of CTU, here with catalogue of jobs and inner salaries directive. VK observes that not every researcher is as well academic employee. Rector VHa said that there is a procedure how to implement new positions into the catalogue of jobs. It should be suggested to academic senate. Rector VHa mentioned that being member of the Assembly and being Scientific Personality Emeritus are not qualification degrees.

MS puts into discussion the idea which was around earlier. He likes to solidify the core principle: The membership at the Assembly is decided by the Assembly by voting which is public. This principle was approved by all 5 members of the CIIRC Assembly.

VH proposed the committee for preparation of the Career Rules and Accreditation Procedure should consist of the following persons: Z. Hurak, T. Pajdla, R. Sara, J. Svoboda, and MS (will manage the process and be the interface in this issue to the CIIRC Assembly). The committee was approved by all 5 votes.

The discussion about qualification principles and related attestation procedure was carried out. It was decided that the qualification requirements and rules have to be more demanding than recently introduced Career order at FEE CVUT. Rector VHa asked that the H-index is not demonized because it discriminates young researchers.

ZH proposed the categories for attestation investigation. After a discussion the following list: (1) citations; (2) prestigious publications including patents; (3) successful supervision of PhD students; (4) ability to attract projects and money; (5) experiences in industrial and other applications; (6) three best results in last five years. MS suggests that the procedure is not very complex. E.g. three relevant results in each category. The related document should be simple and short, one or very few pages, say max. three pages.

(VH at the time of minutes writing: There is an audio record covering most of the one hour discussion related to Career Rules and Attestation which might be useful for the relevant committee. He will make it available to the committee.)

6   Discussion about the future directive - CIIRC Organizational Structure

VM suggests that this issue is postponed to the next CIIRC Assembly meeting because it depends on VaVPI call requirements. The director VM will submit the proposal at the next Assembly after the iterations with the Assembly Chairman.

7   Discussion about the future directive - CIIRC Attestation Procedure

This topic from the meeting agenda was discussed above in Item 5.

8   Discussion about CIIRC overheads calculation/use of CIIRC projects and contracts with third parties

VH:

- VH: The relevant CTU directive No. 24/1999 was issued by CTU the Bursar.

- VH: The FEL directive is at Alfresco, Repozitar> FEL > Dekanat > 13921 Oddeleni pro vedu a vyzkum DoplnkovaCinnost > SmerniceDOPCIN.doc. There are amendments to it from 2008 and 2009.

- VH: Asks if CIIRC needs to establish its own Trade Lists (zivnostenska opravneni) as faculties have?

- VH: The overhead percentage at CIIRC overhead must be lower than the overhead charged by other relevant CVUT units. This will make CIIRC attractive for people leading significant project in the domain of CIIRC expertise. Such people will probably be compliant with demanding scientific expectations at CIIRC.

- Hana Krautwurmova (HK) and Rector VHa: No need for a new list because the similar list exists at the CTU level.

- VH: Suggests the team for CIIRC overhead rules: HK (leader), VH, R. Sara. The suggestion was informally approved.

- The Director VM: He will be in close contact with the established team. He plans to propose overhead calculation rules for the next CIIRC Assembly meeting. However, it is likely that the first figures will be only initial estimates which will be refined after experiences with CIIRC longer operation.

- VH: He needs overhead rules soon because he will run the next phase of the commercial contract with the US Missile Defense Agency at CIIRC (USD 225,000 for a year). The new EC funded IP project is under negotiations.

9   CIIRC computational infrastructure

- VH: The director VM asked the Vice Rector for the domain ciirc.cvut.cz as well as for IP4 addresses in a letter dated July 2, 2013.

- VM: The responsible person for IT support is Daniel Vecerka with a 0.2 job.

- VH: There is a need for software providing a document management support. Three options were considered. The first and favored by D. Vecerka option is OpenKM, see http://www.openkm.com. It will be tested and decision will be made based on the gathered experience. The second option is Alfresco which is used by FEL. It provides the document repository only which is probably not enough for CIIRC. The third option would be tools provided by Google. However, the prevalent opinion was that confidentiality issues might be undermined while using Google tools.

- VH: CIIRC external pages. A switch to a more sophisticated Word Press style is in progress.

- ZH: Considers important to have a tool for collaborative writing of projects. The writing of VaVpI proposal would be an example.

- VM: VaVpI proposal might be written in a system provided by MSMT. However, he will consider this issue and solve it with the CIIRC Steering Committee.

10   CIIRC Director informs about EC funding application

The director VM informed that the call is being prepared at MSMT. After the call opening, the project preparation would take time of 2.5 months. The call will be on buildings mostly. MSMT has problems with formulation of indicators of the project vision (like excellence of PhD students).

The Rector VHa said that usually the calls were 80% building and 20% apparatuses. The universities in Prague demand the ration 50% and 50% that is difficult to achieve.

The Rector VHa asked to clarify who would write the project – CIIRC. Will it be INOVA Center or an external company based on a public bid (the limits are Kc 200,000 Kc and Kc 1 mil). The director VM said that the large part is the buildings. He prefers that the proposal is written by an internal team with the help of a few external consultants. The Rector VHa said that the costs could be paid from initial Kc 104 million.

The meeting about VaVPI project will take place July 31, 2013. The representatives of all CVUT faculties will be invited. ZH mentioned that he talked to representatives of MFF UK (P. Tuma, R. Bartak, F. Plasil). VM talked to J. Hajic (MFF UK) and J. Syka (Czech Academy of Sciences) were informed and they declared the interests to participate.

11   Miscellaneous

- VK: Errors in CIIRC Statutes translation to English.

- ZH said that he has good experience with English correction by Mr. Harvey Cook.

- Rector VHa mentioned Mr. Robin Heally who works at the Rector's office.

- Conclusion: VK will prepare the Statutes correction. VHl will help him if needed.

The meeting ended at 12:25.

The next CIIRC Assembly meeting will take place September 2, 2013, 9-12 a.m. in G205

12   History of the document

- Ver 01, 2013-07-16 M. Valasek
- Ver02, 2013-07-18 V. Hlavac
- Ver 03, 2013-08-04 V. Hlavac
- Ver 04, 2013-08-11 V. Hlavac, incorporated a few comments by Z. Hanzalek, published the document.