Minutes of the Meeting of the CIIRC Assembly No. 2

DATE AND TIME: September 2, 2013; from 9.00 to 11.30 a.m.

ROOM: KN:E-14 (Department of Control Engineering)

ATTENDEES: **MEMBERS OF THE CIIRC ASSEMBLY:**

Z. Hanzalek (ZH), V. Hlavac (VHl), V. Kucera (VK), M. Sebek (MS), M. Valasek (MV)

GUESTS:

V. Marik (VM), O. Velek (OV), T. Pajdla (TP), J. Sedivy, Z. Hurak, J. Seguin

CHAIRED BY: Z. Hanzalek

RECORDING SECRETARY: J. Seguin

MEETING AGENDA:

1. Possible changes to the meeting agenda
2. Introduction of the CIIRC Treasurer
3. Statutes in English
4. Internal processes for document preparation
5. Documents and related working groups
6. Organisational structure of CIIRC
7. Overheads in research projects and supplementary activities
8. General rules of collaboration with a faculty
9. Career Rules of CIIRC
10. Attestation procedure
11. Status of the VaVpI proposal preparation
12. IT support
13. Miscellaneous

1. **POSSIBLE CHANGES TO THE MEETING AGENDA**

There were no changes or comments regarding the meeting agenda.

2. **INTRODUCTION OF THE CIIRC TREASURER**

VM introduced Dr. Ondrej Velek, a new CIIRC Treasurer.
VM also mentioned Mrs Jitka Sucha, a new CIIRC accountant, and the other administrative staff.

3. **STATUTES IN ENGLISH**

ZH pointed out approximately 20 inaccurate points regarding the CIIRC Statutes.
The members of the CIIRC Assembly agreed on the translation of the following two expressions:

    I.   *pracoviště* (vědecké) *– research department*
            The departments will consist of centres and laboratories.

    II.   *oddělení administrativně-správního úseku – administrative department*
            The administrative departments will consist of individual sections.

<u>Voted item:</u>	Agree on the English terminology of the CIIRC Statutes
<u>Vote</u>:	Item approved - five in favour

<u>Action</u>:	VK and OV will finalize the CIIRC Statutes in English.
<u>Deadline</u>:	20th of September, 2013

4. **INTERNAL PROCESSES FOR DOCUMENT PREPARATION**

ZH presented a unified process for document preparation and approval. It will be reasonable when processes related to documents are the same in the whole CIIRC.

Each "official" document (including the ones approved by the CIIRC Assembly) will be given a unique ID. The ID is assigned by a CIIRC archivist.

If the document is prepared by more than one person (a working group) then one of them is appointed the editor. There is always a single editor. The editor may be changed if needed.

Document is prepared in one of recommended tools (e.g. MS Word, LaTeX, Google Docs document, to be specified later) following the style given by a template. MS Word is recommended for the documents prepared by the CIIRC Assembly. Each document submitted for approval to the CIIRC assembly has two compulsory annexes: the document history and the reserved concepts (similar to key words). The document is released publically in a pdf format without annexes. When the document is approved, e.g. by the CIIRC assembly, the archivist copies the reserved concepts from the document annex to the list of CIIRC reserved concepts.

    The documents in an electronic form will use the following file-naming convention:

- ID-year-month-day-title-editor, e.g. CD00002-2013-08-21-Statutes-Hlavac.
- The ID shall not be changed in any version of the document, other fields may change.
- Once approved by the CIIRC Assembly or accepted by the AS of the CTU, the last part of the name will change to *Approved*.

ZH emphasized the importance of the graphics quality of the templates. MS was appointed a member of the group responsible for the approval of the templates.

> Action: OV will suggest the first version of MS Word templates in English.
> Deadline: 20th of September, 2013

VHl noted that the same standards and numbering procedure will apply to other documents including technical reports.

VM stated that there might be discrepancy regarding the document naming at the rector office. This can be easily resolved by using two labels: Our ref (*Naše značka), Your ref (Vaše značka)*.

> Voted item: Agree on the internal process for document preparation
> Vote: Approved - five in favour

5. **DOCUMENTS AND RELATED WORKING GROUPS**

There is always one person responsible for the preparation of the document. ZH informed the attendees that it is essential to prepare and accept the documents in red in the presented table of documents, namely:

I.   Career Rules of CIIRC

II.   CIIRC Assembly Rules of Procedure
> Action: VK will prepare the first version of the CIIRC Assembly Rules of Procedure in Czech as well as in English.
> Deadline: 20th of September, 2013

III.   CIIRC Science Council Rules of Procedure
> Action: OV, VHl will prepare the CIIRC Science Council Rules of Procedure keeping the same vocabulary as used in the CIIRC Assembly Rules of Procedure.
> Deadline: 20th of September, 2013

MS stated that it is essential to prepare the Science Council Rules of Procedure in such a way that it is possible to avoid dealing with trivialities and focus on strategic work.

MV pointed out a potential issue of the conflict of interest at the Science Council because new ideas will be discussed.

MS noted that prestigious universities such as ETH Zurich and Berkeley will not be the competitors for the next 20 years.

VH noted that the discussion is held on a general level which minimizes the potential conflict of interest issue.

ZH proposed to describe the competence of the Science Council.

It is highly probable that foreign scientists will not attend the Science Council meetings, though they can be members of the CIIRC International Advisory Board.

    IV.   CIIRC Attestation Procedure

6. **ORGANISATIONAL STRUCTURE OF CIIRC**

VM established four research departments:
    I.   Industrial Informatics Department
    II.   Cognitive Robotics Department
    III.   Intelligent Systems Department
    IV.   Cyber-physical Systems Department

There were some doubts about the names of departments. Let think of the names and do the possible changes no sooner than in January 2014.

The administrative department consists of the Office of the Director and Finance Department.

    <u>Voted item:</u>   Agree on the organisational structure of CIIRC prepared by VM
    <u>Vote:</u>   Item approved - five in favour

    <u>Action:</u>   VM, OV will prepare the first version of the Organizational Structure of CIIRC
    <u>Deadline:</u>   23rd of September, 2013

7. **OVERHEADS IN RESEARCH PROJECTS AND SUPPLEMENTARY ACTIVITIES**

VM: Overhead expenses for projects managed by CIIRC should be 15%, i.e. 10% for CIIRC and 5% for CVUT. It is cheaper than 20% requested by other faculties (including 5% requested by CVUT). Since each project can apply usually charge 20% overhead expenses, the remaining 5% might return to the principal investigator and his researchers (for other overhead expenses).

    <u>Action:</u>   VM and OV will prepare a directive regarding the overhead expenses.
    <u>Deadline:</u>   23rd of September, 2013

The Assembly will adopt the directive at the 3rd meeting of the CIIRC Assembly.

At this point, the meeting started being video captured by a professional team. They collect the material for time-laps TV programme.

8. **GENERAL RULES OF COLLABORATION OF AN INSTITUTE WITH A FACULTY**

General rules of cooperation with other CTU faculties accepted by the AS of the CTU and the rector are available.

> Action: VM asked the Assembly members to comment on the rules he suggested. VM will present the comments to the Rector´s Gremium.
> Deadline for the comments: 20th of September, 2013

ZH asked for specific examples of the types of employment to be imbedded in the general rules (for instance, 1 researcher works half-time and has a certain number of RIV…).

There are two documents regarding the principles of cooperation prepared by VM and MV.

> Action: VM and MV will unite the two documents.
> Deadline: 23rd of September, 2013

VK emphasized that a mere researcher is not academic staff; necessary to discuss the academic employment.

MS informed that it is common practice at some universities to increase employment by dividing the teaching and research activities.

GA CR (Czech Science Foundation) projects would lower salaries as they are based on the average salary outside of Prague.

9. **CAREER RULES OF CIIRC**

Main principles of the Career Rules of CIIRC have been defined. A lawyer appointed by VM will harmonise the Career Rules with the CTU directives and Czech legislation. Career Rules must also be in compliance with the internal wage regulations.

The final version of the Career Rules will be submitted to the AS of the CTU for their acceptance.

MS is a member of a working group finalising the content of the Career Rules.

> Action: TP will provide the latest version of the Career Rules to VM and members of the CIIRC Assembly.
> Deadline: 20th of September, 2013

> Action: VM will provide the amended version to the CIIRC Assembly.
> Deadline: 10th of October, 2013

10. **ATTESTATION PROCEDURE**

MS presented the EVALUATION OF PERFOMANCE OF INDIVIDUALS AND TEAMS ON ACADEMIC TRACK IN CIIRC and the Assembly members discussed the individual points.

CIIRC will consist of several tracks.
Academic:
Research, Education and Enterprise Track

2 types of evaluation:
1) Periodic evaluation research teams performance
2) Evaluation of individuals

The evaluation system should differ from the other evaluation systems throughout the CR and focus mainly on the excellence.
MS presented four pillars/domains of academic performance in CIIRC and the members of the CIIRC Assembly modified the following points:

I. Research, scholarship and creative activity
- Conference papers: the members of the CIIRC Assembly agreed that if there is excellent output, it will be listed in Section 4 (or section *Other*).
- There will be a list of significant journals accepted by the Assembly to emphasize the excellence.
- Funding brought to CIIRC through research grants – *to CIIRC* shall be omitted
- The members of the CIIRC Assembly agreed to move Seminal/plenary/distinguished talks at international conferences to Section 4 (or section *Other*).
- Invitations to deliver courses and lectures abroad will be taken into consideration.

II. Teaching activity and related education development
   The members of the CIIRC Assembly agreed to have another section called *Other*.

III. Consultancy and enterprise activity
VM pointed out the difference between commercial contracts and commercial service.

Action:	MS will organise a seminar regarding the attestation procedure with the participation of members of other universities.
Deadline:	20th of September, 2013

Action:	MS will submit new version of the document.
Deadline:	23rd of September, 2013

11. **STATUS OF THE VaVpI PROPOSAL PREPARATION**

VM informed about the status of the VaVpI proposal preparation at the meeting of the CTU team responsible for the preparation of the VaVpI project.

12. **IT SUPPORT**

VHI presented 3 possible document sharing systems:

I. Google Docs
II. Alfresco
III. Open Knowledge Management

VHI asked if any of the members of the CIIRC Assembly would object if Google Docs is used. No one objected. D. Vecerka, OV, ZH and VH will be involved in the preparation of the document sharing system.

13. **MISCELLANEOUS**

The Assembly members agreed to meet more frequently, preferably once in 3 weeks.

Next 3rd CIIRC Assembly meeting will be on September 27, 2013 at 15:00 at KN:G-205.