Minutes of the Meeting of CIIRC Assembly No. 3

DATE AND TIME: September 27, 2013; from 03.00 to 5.45 p.m.

ROOM: KN:G-205

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), H. Krautwurmová (HK), J. Seguin (JS), J. Suchá, O. Velek (OV)

CHAIRED BY: Z. Hanzalek

RECORDING SECRETARY: J. Seguin

The members of the CIIRC Assembly approved the minutes of the meeting of CIIRC Assembly No. 2.

ZH proposed to list all the tasks and relevant deadlines in a table at the end of the minutes of the meeting.

MEETING AGENDA:

	DESCRIPTION	RESPONSIBLE	ACTION	TIME
1	Possible changes to the meeting agenda	Hanzalek	approve	2
2	Template - mandatory/optional fields, decide English	Velek	discuss and possibly approve	5
3	CIIRC Assembly Rules of Procedure	Kucera	discuss and possibly approve	10
4	CIIRC Science Council Rules of Procedure	Velek	discuss and possibly approve	10
5	Organizational Structure of CIIRC	Velek	discuss and possibly approve	20
6	Overheads in research projects and supplementary activities	Hlavac	discuss and possibly approve	10
7	Attestation Procedure	Sebek	discuss, make decisions	20
8	Career Rules of CIIRC	Hlavac-Pajdla	approve	2

9	Documents and related working groups	Hanzalek	revise/assign the work and set deadlines	3
10	Status of the VaVpI proposal preparation - expectations	Marik	info	5
11	General rules of collaboration with faculty	Marik/Valasek	discuss and possibly approve	2
12	Change control mechanism	Hanzalek	discuss	2
13	Competence map	Hanzalek	consider new document or part of Organization structure	2
14	Miscellaneous			
	Total time			93

1. POSSIBLE CHANGES TO THE MEETING AGENDA

There were no changes or comments regarding the meeting agenda.

2. TEMPLATE - MANDATORY/OPTIONAL FIELDS, DECIDE ENGLISH

All documents will have the name written in the footer.
The structure of the documents should be in compliance with the structure of the CIIRC Statutes
(a title, a subtitle, articles, article names). The use of articles and article names is not compulsory.
The preamble will include the following information:

- presenting and approving bodies
- date and place of the approval
- date of validity
- issue date
- name of the issuer
- position of the issuer

Documents will be written in Czech; once the Czech version of the document is approved, the document will be translated into English.
Some documents will be written directly in English.
Mr Harvey Cook will be asked to become the CIIRC´s proofreader.

Action: OV will send the final version of the template to VK.
            VK will copy the CIIRC Statutes into the new template.

            ZH will send the contact information of Mr Cook to OV.
            OV will copy all the documents into the new template.

Deadline: October 14, 2013

Voted item: Agree on the template.
Vote: Approved – five in favour

3. CIIRC ASSEMBLY RULES OF PROCEDURE

The members of the CIIRC Assembly went through the proposed version of the Rules of Procedure and agreed on the following changes:

Point 2:   … by *the board of CIIRC Assembly* (~~Chairman of the CIIRC Assembly~~) (as written in the Statutes)

Point 3:   … shall be sent to the CIIRC Assembly, *CIIRC Director, and the rector*…
                  … not less than *three working days* prior to…

Voted item: Delete the second sentence of point 6 – ~~The Chairman of the CIIRC Assembly and the members of the CIIRC Assembly shall be elected by ballot.~~
Vote: Approved – five in favour

Voted item: Point 10: … may order an e-mail ballot *(per rollam vote). The starting date for per rollam vote is set and the vote shall be executed within three working days.*
Vote: Approved – five in favour

Point 13 will be attached to point 12.

Voted item: VM put the amended document to vote.
Vote: Approved – five in favour

Action: VK will translate the document into English.
Deadline: October 14, 2013

4. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

OV explained all the points of the document.

Point 1:   ~~The CIIRC Assembly~~ → *The Science Council of CIIRC* is governed by…

Point 2:   MS pointed out that a member of the non-academic staff may become the CIIRC Director.

Point 3:   … not less than one week prior to…

Point 4:   …at least ~~half of the members~~ → *three quarters of the members* shall be present…

Point 6:   …The Science Council of CIIRC reaches decisions by open voting unless stated otherwise by law.

Point 7:   OV will amend this point based on the Higher Education Act.

Point 10:   deadline: one week

Point 13 will be attached to point 12.

Voted item: MS proposed to leave out point 8.
               The members of the CIIRC Assembly voted to keep point 8.
Vote: Approved – 4 in favour
                         1 against

VM did not put the CIIRC Science Council Rules of Procedure to vote.
Action: OV will incorporate the changes into the document.
Deadline: October 14, 2003

VM will put the CIIRC Science Council Rules of Procedure to vote at the next CIIRC Assembly.

5. ORGANIZATIONAL STRUCTURE OF CIIRC

When creating the organizational structure of CIIRC, OV got inspired by the organizational structures of other faculties (even abroad).
The organizational structure consists of two parts:
                I.   division of the departments of CIIRC (structure)
                II.   legal regulations

Voted item: Article 1, point 1. b: To change the administrative department into an
                       administrative office
Vote: Approved – five in favour

Action: OV will change the terminology (administrative office) in the English version of
                       the Statutes.
Deadline: October 14, 2003

Article 3 was left out.

Article 5, point 2:   The orders/decrees of the CIIRC Director will also follow the CIIRC file-naming
                       convention.

VK proposed not to use the term faculty.

ZH suggested using a two-letter naming system for the individual departments.
VM proposed to use number 51 – for instance 51.3 (the third team in the first department).
HK mentioned the FIS numbering system.

Action: OV will decide how to mark the individual departments.
Deadline: October 14, 2003

VM will put the organizational structure of CIIRC to vote at the next CIIRC Assembly.

6. OVERHEADS IN RESEARCH PROJECTS AND SUPPLEMENTARY ACTIVITIES

First projects will be governed by ad hoc solutions (for example the project of Tomáš Pajdla).
ZH proposed to incorporate the Overheads in Research Projects directive in the Financial Strategy of the CIIRC.
ZH required the definition of the terms.

Action: HK will prepare the information about the overhead expenses in research projects.

Deadline: October 14, 2003

HK prepared the overview regarding the overhead expenses:

The net overheads of the CIIRC are determined as 50% of the overheads of the supplementary activities after deducting the contribution to the Rector´s office.
The overheads for the project leader are determined as 50% of the overheads of the supplementary activities after deducting the contribution to the Rector´s office.

The profit from the supplementary activities shall be divided as follows: 2/3 for the project leader and 1/3 for the CIIRC.

7. ATTESTATION PROCEDURE

MS emphasized that the Attestation Procedure should be in compliance with the Career Rules of CIIRC.

Action: VH will add one sentence to the Career Rules of CIIRC.
                                VH will send the Career Rules of CIIRC to MS.
                                MS will unify the two documents.
Deadline: October 14, 2003

VM explained that the Career Rules of CIIRC are not related to the wage category rating.
A member of the academic staff teaches and researches and has 8-week holiday.

VM explained the difference between a research worker and academic staff.

VK wants to motivate people to be researchers as well as teachers.

The members of the CIIRC Assembly agreed that the supervisor/advisor of a doctoral student does not have to be working for CIIRC.

Action: MS will organise a meeting regarding the Attestation Procedure (in two weeks) and invite relevant people.
Deadline for invitation: October 08, 2003

8. CAREER RULES OF CIIRC

9. **DOCUMENTS AND RELATED WORKING GROUPS**

The documents are listed in a table.

10. **STATUS OF THE VaVpI PROPOSAL PREPARATION - EXPECTATIONS**

VM informed the members of the CIIRC Assembly about the call for the VaVpI project. The Ministry of Education, Youth and Sports will publish manuals and instructions on October 15, 2013. The submission date is January 8, 2014. CIIRC intends to submit the project no later than in November 2013.
The government approved the increased budget to finance 100% of the projects; however every financed project will have to be approved by the government.
VM introduced the organisational structure: 7 streams, research programs, teams.
The heads of the streams will be asked to fill in templates prepared by our experts on structural funds. Each stream will consist of a couple of no-name research programs.

It is necessary to separate the VaVpI project from the CIIRC itself.

VM informed about the cooperation with other partners, such as IT4Innovations, CEITEC etc.

VH explained that the VaVpI project will bring finances for the construction of the building, not for wages; nevertheless it is highly probable that the OP VVV will provide for example wage funds.

11. **GENERAL RULES OF COLLABORATION WITH FACULTY**

It is essential for the VaVpI call to prepare the general rules of collaboration with the faculty.

Action: VM and MV will prepare the general rules of collaboration with the faculty.
Deadline: October 14, 2003

12. **CHANGE CONTROL MECHANISM**

13. **COMPETENCE MAP**

To consider a new document or a part of the organizational structure.

14. **MISCELLANEOUS**

VH and Mr Daniel Vecerka prepared a list of hardware for the VaVpI call.

The CIIRC server will be placed at the Faculty of Mechanical Engineering and will cost approximately 104 thousand.

The next 4th CIIRC Assembly meeting will take place on October 21, 2013, 4 p.m. (organised by MV and JS).

APPENDIX A: RESERVED CONCEPTS

TASKS:

NAME	ACTION	DEADLINE
Velek	OV will send the final version of the template to VK.	October 14
Kucera	VK will copy the CIIRC Statutes into the new template.	October 14
Hanzalek	ZH will send the contact information of Mr Cook to OV.	October 14
Velek	OV will copy all the documents into the new template.	October 14
Kucera	VK will translate the CIIRC Assembly Rules of Procedure into English.	October 14
Velek	OV will incorporate the changes into the CIIRC Science Council Rules of Procedure.	October 14
Velek	OV will change the terminology (administrative office) in the English version of the Statutes.	October 14
Velek	OV will decide how to mark the individual departments.	October 14
Krautwurmova	HK will prepare the information about the overhead expenses in research projects.	October 14
Hlavac	VH will add one sentence to the Career Rules of CIIRC.	October 14
Hlavac	VH will send the Career Rules of CIIRC to MS.	October 14
Sebek	MS will unify the Attestation Procedure with the Career Rules of CIIRC.	October 14
Sebek	MS will organise a meeting regarding the Attestation Procedure (in two weeks) and invite relevant people.	October 8
Marik/Valasek	VM and MV will prepare the general rules of collaboration with the faculty.	October 14
Seguin/Valasek	Organise the next CIIRC Assembly meeting in Dejvice.	October 14