

**DATE AND TIME:** November 01, 2013; from 1 p.m. to 6 p.m.

**ROOM:** KN:E-14

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

Z. Hanzalek (ZH), V. Kucera (VK), M. Sebek (MS), M. Valasek (MV)  
/from around 3 p.m./

**GUESTS:**

V. Marik (VM), P. Mikesova (PM), T. Pajdla, J. Seguin (JS),  
O. Velek (OV)

**CHAired BY:** Z. Hanzalek

**RECORDING SECRETARY:** J. Seguin

## Minutes of the Meeting of CIIRC Assembly No. 5

### 1. POSSIBLE CHANGES TO THE MEETING AGENDA

There were no changes or comments regarding the meeting agenda.

### MEETING AGENDA:

	Description	Responsible	Action	Time
1	Possible changes to the meeting agenda	Hanzalek	approve	5
2	Minutes of the previous meeting	Velek	approve	1
3	CIIRC Assembly Rules of Procedure	Kucera	approve CZ/EN	5
4	CIIRC Science Council Rules of Procedure	Kucera	approve CZ/EN	5
5	Career Rules of CIIRC	Sebek	approve	5
6	Attestation Procedure	Sebek	discuss, make decisions	10
7	Organizational Structure of CIIRC	Velek	discuss for approval	15
9	Status of the VaVPI proposal preparation context of the CIIRC VaVPI (faculties) and CIIRC institute (career rules)	Marik	info	10
10	General rules of collaboration within CTU	Marik/Valasek	info	5
8	Documents and related working groups	Hanzalek	revise/assign the work and set deadlines	5
11	Change control mechanism	Hanzalek	discuss	1
12	Competence map	Hanzalek	consider new document or part of Organization structure	5
13	Miscellaneous	all		10

14	Next meeting	Hanzalek	2
	Total time		84

## 2. MINUTES OF THE PREVIOUS MEETING

The members of the CIIRC Assembly approved the minutes of the meeting (MoM) of CIIRC Assembly No. 4.

ZH checked the state of the tasks from the previous meeting.

Voted item: Off-the-record parts (if any) of the MoM will be written in red in the MoM.  
The final version of the MoM will be published on the CIIRC website.  
The MoM will be brief. JS will publish the MoM in accordance with the Rules of Procedure of the CIIRC Assembly.

Vote: Approved – three in favor (of three attending)

## 3. CIIRC ASSEMBLY RULES OF PROCEDURE

VK incorporated the required changes to the Rules of Procedure of the CIIRC Assembly.

Voted item: The director presented the Rules of Procedure of the CIIRC Assembly to be approved by the members of the CIIRC Assembly.

Vote: Approved – three in favor (of three attending)

## 4. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

Voted item: The director presented the Rules of Procedure of the CIIRC Science Council to be approved by the members of the CIIRC Assembly.

Vote: Approved – three in favor (of three attending)

The director will submit the approved version of the Rules of Procedure of the CIIRC Science Council to the Science Council of CIIRC and the Rector.

MV joined the meeting.

## 5. CAREER RULES OF CIIRC

The members of the CIIRC Assembly agreed on the following changes:

1. There will be no English text in brackets in the Czech version (only in the reserved concepts).
2. In Article 1e, 4 will be changed into d.

3. In Article 1b, "... is creative and able to produce publications" will be added to the end of the sentence.

Voted item: Approve the amended version of the Career Rules of CIIRC.

Vote: Approved – four in favor

## 6. ATTESTATION PROCEDURE

The members of the CIIRC Assembly thoroughly discussed the attestation procedure.

Action: MS will prepare the attestation procedure. The attestation procedure will be discussed electronically.

Deadline: November 15, 2013

Action: VK (as an editor) will prepare the rules of procedure the Attestation Committee of CIIRC in the form of a CIIRC directive for the purposes of the selection procedure. The rules of procedure will refer to the attestation procedure.

Deadline: November 15, 2013

## 7. ORGANIZATIONAL STRUCTURE OF CIIRC

- a. All CIIRC directives from CIIRC Status will be named in Article 3.2
- b. Article 6.2 deleted, (file naming convention)

## 8. DOCUMENTS AND RELATED WORKING GROUPS

## 9. STATUS OF THE VAVPI PROPOSAL PREPARATION CONTEXT OF THE CIIRC VAVPI (FACULTIES) AND CIIRC INSTITUTE (CAREER RULES)

## 10. GENERAL RULES OF COLLABORATION WITHIN CTU

## 11. CHANGE CONTROL MECHANISM

## 12. COMPETENCE MAP

## 13. MISCELLANEOUS

I.

Voted item: Approve the amended Overheads in Research Projects and Supplementary Activities document.

Vote: Approved – four in favor

II.

OV will show the members of the CIIRC Assembly the document sharing system (google docs) at the 6<sup>th</sup> meeting.

**14. NEXT MEETING**

The 6<sup>th</sup> CIIRC Assembly meeting will take place on November 22, 2013, 1 p.m. (KN:G-205).

**TASKS:**

<b>NAME</b>	<b>ACTION</b>	<b>DEADLINE</b>
Sebek	MS will prepare the attestation procedure.	November 15
Kucera	VK (as an editor) will prepare the rules of procedure of the Attestation Committee of CIIRC in the form of a CIIRC directive for the purposes of the selection procedure. The rules of procedure will refer to the attestation procedure.	November 15