

DATE AND TIME: March 21, 2014; 1 p.m.

ROOM: KN:G-205

ATTENDEES: **MEMBERS OF THE CIIRC ASSEMBLY:**
Z. Hanzalek (ZH), V. Hlavac (VH), M. Sebek (MS)

EXCUSED ABSENCE:
V. Kucera (VK), M. Valasek (MV)

GUESTS:
V. Marik (VM)
J. Seguin (JS)
O. Velek (OV)

CHAired BY: Z. Hanzalek

RECORDING SECRETARY: J. Seguin

Minutes of the Meeting of CIIRC Assembly No. 12

MEETING AGENDA:

	DESCRIPTION	RESPONSIBLE	ACTION
1	Possible changes to the meeting agenda	Hanzalek	approve
2	Minutes of the previous meeting	Velek	approve
3	CIIRC Science Council Rules of Procedure	Kucera	info
4	Career Rules of CIIRC - English version	Pajdla	approve
5	Attestation Procedure - English version	Pajdla	approve
6	Attestation committee - form, progress	Kucera	info
7	Forms for Staff-Selection Procedure	Velek	info
8	Contract among faculties and institutes	Marik	info
9	Progress on the CIIRC VaVPI project	Marik	info
10	Competence map	Velek	approve
11	Plan of the future assembly activities	Hanzalek	brainstorming
12	Miscellaneous	all	
13	Next meeting	Hanzalek	

1. POSSIBLE CHANGES TO THE MEETING AGENDA

There were no changes or comments regarding the meeting agenda.

2. MINUTES OF THE PREVIOUS MEETING

Three members of the CIIRC Assembly approved the MoM of CIIRC Assembly No. 12.

3. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

This item on the agenda has been moved to the next meeting of the AS.

4. CAREER RULES OF CIIRC - ENGLISH VERSION

This item on the agenda has been moved to the next meeting of the CIIRC Assembly.

5. ATTESTATION PROCEDURE - ENGLISH VERSION

This item on the agenda has been moved to the next meeting of the CIIRC Assembly.

6. ATTESTATION COMMITTEE - FORM, PROGRESS

Voted item: The Attestation Committee will amend the form so that it is consistent with the other approved CIIRC documents using the following terminology: Research, Education, Enterprise, Leadership.

The form will include this information: "Please fill in only significant information."

Vote: Approved – three in favor

7. FORMS FOR STAFF-SELECTION PROCEDURE

The acting treasurer will provide forms necessary for the staff selection.

8. CONTRACT AMONG FACULTIES AND INSTITUTES

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9. PROGRESS ON THE CIIRC VAVPI PROJECT

The members of the CIIRC Assembly discussed both points.

10. COMPETENCE MAP

The competence map document has been given a document number and will be treated in the same way as the Reserved Concepts document.

11. PLAN OF THE FUTURE ASSEMBLY ACTIVITIES

12. MISCELLANEOUS

VH will add approved CIIRC documents (in Czech and English) to the CIIRC web pages - <http://www.ciirc.cvut.cz/documents>.

New members of the CIIRC Assembly can be granted a dispensation regarding their work load (less than 0.5).

VH emphasized that it is necessary for all the members of the CIIRC Assembly to carry out the given tasks.

VH proposed to address the CIIRC supporters and communicate with public.

VM informed about a seminar regarding the EU funding for Prague in 2014 – 2020 (March 24, 2014).

13. NEXT MEETING

The next CIIRC Assembly meeting will take place on April 18 at 1 p.m.

TASKS:

NAME	ACTION	DEADLINE
VK	The Attestation Committee will amend the form so that it is consistent with other approved CIIRC documents using the following terminology: Research, Education, Enterprise, Leadership. The form will include this sentence: "Please fill in only significant information."	April 11
OV	The acting treasurer will provide forms necessary for the staff selection.	April 11
VH	VH will add approved CIIRC documents (in Czech and English) to the CIIRC web pages - http://www.ciirc.cvut.cz/documents .	April 11