



## MINUTES OF CIIRC ASSEMBLY MEETING NO. 21

**MEETING NO.:** 21

**DATE AND TIME:** January 23, 2014; 2.00 p.m.

**ROOM:** KN:G-205

<b>ATTENDEES:</b>	<b>MEMBERS OF THE CIIRC ASSEMBLY:</b> Z. Hanzalek (ZH) V. Hlavac (VH) V. Kucera (VK) M. Sebek (MS) M. Valasek (MV)  <b>GUESTS:</b> V. Marik (VM) O. Velek (OV)
<b>CHAired BY:</b>	Z. Hanzalek
<b>RECORDED BY:</b>	O.Velek

### PROGRAM OF THE MEETING:

	<b>DESCRIPTION</b>	<b>RESPONSIBLE</b>	<b>ACTION</b>
1	Possible changes to the meeting agenda	Hanzalek	approve
2	Minutes of the previous meeting and task review	Velek	approve
3	Progress on the CIIRC building	Marik	info
4	Contract among faculties and institutes	Marik	info
5	Internal budget and financial strategy	Velek, Hanzalek	info
6	New web design	Hlavac	info
7	Update of organizational structure – platforms	Velek	approve
8	Information about the progress of attestations	Kucera	info
9	CIIRC Science Council Rules of Procedure	Kucera	info
10	Miscellaneous	all	info
11	Next meeting	Hanzalek	info



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

The agenda was unanimously approved.

**2. MINUTES OF THE PREVIOUS MEETING AND TASK REVIEW**

The MoM of CIIRC Assembly No. 20 were unanimously approved.

**3. PROGRESS ON THE CIIRC BUILDING**

(VM) Construction continues based on the scheduler.

(ZH) How about maintenance expenses of the new buildings?

(VM) Building maintenance expenses of the new building will be similar or better to the old CTU buildings. Energetic label of the new buildings is “B”, it’s better than other buildings in KN or Dejvice so energy consumption will be better, other expenses will be similar.

**4. CONTRACT AMONG FACULTIES AND INSTITUTES**

The contract among faculties and institutes is almost finished (agreed by three deans and three directors, who were preparing the contract); the rector is planning to present it to Academic Senate of CTU in February.

**5. INTERNAL BUDGET AND FINANCIAL STRATEGY**

Discussion is in progress, next meeting is scheduled for the first time with MS and Pajdla, two representatives of CIIRC Assembly, Feb 5th 15:00.

**6. NEW WEB DESIGN**

VH: V. Hlavac, O. Velek, J. Seguin, D. Vecerka, and J. Kreps will have meeting to discuss the new web design from a graphic designer Mr. Soukup (Jan 27<sup>th</sup>).

MS showed examples of very modern web design, but for now CIIRC web will follow classical design of CTU’s web.

**7. UPDATE OF ORGANISATION STRUCTURE – PLATFORMS**

Organization structure updated as presented during previous Assembly meeting, the changed are already visible in IT systems of CTU (like USERMAP).

**8. INFORMATION ABOUT THE PROGRESS OF ATTESTATIONS**

There is confusion who will announce result of attestation procedure to attested people.

1. There are six people, who are still waiting for their attestation procedure results. VM and VK will invite them to discuss it with them.
2. From now people who can request attestation procedure will be restricted only to two groups:
  - a. Existing CIIRC employees – Group/Department leader will suggest to director to start attestation procedure for higher attestation level for his subordinate. Only CIIRC director



can submit request to Attestation committee.

- b. People outside CIIRC –the CIIRC director can request attestation for candidates, who had applied for open academic position.

The CIIRC director is only the person who can assign task to attestation committee. The attestation committee informs the director about the result of attestation procedure.

The director directly informs a candidate or he authorizes somebody else to do instead of him.

## 9. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE

(VK) The rector is planning to submit the document to the Academic Senate in February.

## 10. MISCELLANEOUS

- (VM)It's important to start research activities. The meeting with all CIIRC researchers is scheduled on Wednesday Feb 27, all RG leaders will present their research activities to others.
- The new secretary Mrs. Jana Řešátková will join CIIRC from Feb 2.
- CIIRC is going to use space for researchers at Evropska (starting with Mr. Pelican's group) and building C at KN.
- There is a chance to get some money for CIIRC operation from VaVpl, if 2015 budget is not fully used.

## 11. NEXT MEETING

Meeting No. 22, March 13, 2.00 p.m., KN:G-205

Task	Responsible person	Deadline	P*	F*	C*
VM will provide a calculation of operation costs of CIIRC/m2.	Marik	January 23	P		
Update reserved concepts	Seguin	March 13	P		
The CIIRC treasurer will nominate members of the working group regarding the financial strategy (M. Sebek, V. Hlavac, H. Krautwurmova, P. Mikesova, T. Pajdla).	Velek	December 31			C
The financial strategy first draft	Velek, Hanzalek	February 15	P		C
VaVpl team will meet with the program leaders regarding their plans for 2014 and 2015 and the devices.	VaVpl team	December 14		F	



Templates of filled-in attestation forms will be available at the CIIRC web pages.	Kucera	February	P		

P: in progress, F: finished, C: canceled