



## MINUTES OF CIIRC ASSEMBLY MEETING NO. 28

**MEETING NO.:** 28

**DATE AND TIME:** February 4, 2016; 2 p.m.

**ROOM:**6.31 BLOX

<b>ATTENDEES:</b>	<b>MEMBERS OF THE CIIRC ASSEMBLY:</b> Z. Hanzalek (ZH) V. Hlavac (VH) - excused M. Sebek (MS) V. Kucera (VK) M. Valasek (MV) - excused T. Pajdla (TP) J. Urban (JU) - excused  <b>GUESTS:</b> V. Marik (VM) O. Velek (OV) T. Vyhřídál (TV)
<b>CHAired BY:</b>	Z. Hanzalek
<b>RECORDED BY:</b>	M. Hübnerová / L. Lovett

### 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	Attestation rules and procedure	Kucera	info
4	Review of CIIRC assembly members from Jan 2016	Hanzalek	info
5	Progress on the CIIRC building	Marik	info
6	Web design	Hlavac	info
7	Information about the attestation progress	Kucera	info
8	Miscellaneous	all	info
9	Next meeting	Hanzalek	info
10			
11			



**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. 26 were unanimously approved.

**3. ATTESTATION RULES AND PROCEDURES**

There was a presentation of a Table of Conference papers - There is a big difference in the conferences (level of standard, specialization etc), therefore it is difficult to compare them.

The H index and the references/quotations will stay the same.

The attestation commission will defend proposals of conferences.

In the Table of the quantitative threshold values: Articles in publications – in brackets should be stated the number of conferences it has appeared in.

Agreed by all present members of the Assembly.

**4. REVIEW OF CIIRC ASSEMBLY MEMBERS FROM JAN 2016**

**5. PROGRESS ON THE CIIRC BUILDING**

VM described problems in the progress of the building B.

FEL needs to submit the office plan/layout.

Change in the recognition and entry of VAT in the accounts.

Key tasks:

1. Create teams of employees which will subsequently choose their space in the building.

Seating plan should be prepared in cooperation with Ing. Smutny - he will provide an up to date floor plan.

In case of an empty office, the office should be labeled by it's future purpose (eg. Doctor candidate's office).

It is possible to take a tour at the building site.

**6. WEB DESIGN**

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

**8. MISCELLANEOUS**

V. Dockal will inform about the Centre of excellence – there is a different agreement now.

Center of cybernetics in Brno.

**9. NEXT MEETING**

TBC.