

## MINUTES OF CIIRC ASSEMBLY MEETING NO. 39

**MEETING NO.:** 39

**DATE AND TIME:** March 22nd, 2018; 9:00 a.m.

**ROOM:** 716

<b>ATTENDEES:</b>	<p><b>MEMBERS OF THE CIIRC ASSEMBLY:</b></p> <p>Z. Hanzalek (ZH) V. Hlaváč (VH) T. Vyhlídal (TV) J. Urban (JU) M. Navara (MN) V. Kučera (VK) M.Šebek (MŠ) T. Pajdla (TP) via Skype J. Šivic (via Skype)</p> <p><b>GUESTS:</b> Ondřej Velek (OV)</p>
	Z. Hanzalek
<b>RECORDED BY:</b>	M. Horáková (MH)

### AGENDA:

	DESCRIPTION	RESPONSIBLE	ACTION
1	Possible changes to the meeting agenda	Hanzalek	approve
2	Minutes of the previous meeting and task review	Hanzálek	approve
3	Attestation progress	Kučera	info
4	Rules of evaluation in V3S	Kučera	info
5	Review of documents submitted to the Academic Senate of CTU	Kučera	Info/approve
6	Financial Strategy	Hanzalek	info
7	Long term plan	Hanzalek	info
8	Annual Report on the CIIRC activities	Hanzalek	info
9	Meeting at the Ministry of Education	J. Urban	info
10	Open competition	O. Velek	Info/approve

11	Accreditation of new programs	Vyhlídal	info
12	Miscellaneous	all	info
13	Next meeting and assembly calendar	Hanzálek	info

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### **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. 38 were unanimously approved.

### **3. ATTESTATION PROGRESS - V.Kučera**

- Department Heads will motivate the eligible candidates to attestations – Z.Hanzálek´s department - Mr. Šůcha, V. Mařík´s department - Mr. Jakubův, Mr. Brown, Mr. Chvalovský
- This task will be discussed at next Gremium meeting - to inform V. Mařík – ZH will ensure

### **4. Rules of evaluation in V3S**

- MŠ has informed the Assembly members of a new evaluation system

### **5. REVIEW OF DOCUMENTS SUBMITTED TO THE ACADEMIC SENATE OF CTU**

- To remind a new Chancellor of document “Career Rules for CIIRC Academic Staff” to be submitted to the Academic Senate – will be provided by V. Kučera

### **6. FINANCIAL STRATEGY**

- Financial strategy will be published on our intranet – provides OV
- Treasurer OV will present budget for the year of 2018 and financial report for 2017
- As of 2018 the financial strategy should be applied – O. Velek is responsible for the Financial Strategy implementation from 1<sup>st</sup> January 2018.
- Gremium will decide what rules will be applied for the previous years and then will inform the Assembly

### **7. LONG TERM PLAN**

- Mr. Babuška will provide the example of “department vision” to inspire the CIIRC Director with the long-term plan
- CIIRC Director will draft a long-term plan

### **8. ANNUAL REPORT ON THE CIIRC ACTIVITIES**

- VK has finalized the annual report which is being printed

- VK will provide pdf form for our website –OV will ask Ms. Malá to publish it
- International advisory board – Rules of procedures should be defined – the CIIRC Director provides
- OV will ensure the translation of CIIRC Financial Strategy as well as of the Organizational Structure

#### **9. MEETING AT THE MINISTRY OF EDUCATION**

- Representatives of CIIRC met the administration of the Ministry and defined some of the problems with projects
- JU concluded that it was a helpful meeting and will take place more often

#### **10. OPEN COMPETITIONS**

- It was approved that open competitions would be held only for the position of Department Head

#### **11. ACCREDITATION OF NEW PROGRAMS – T. VYHLÍDAL**

- Not discussed

#### **12. MISCELLANEOUS**

- “Employee evaluation form” will be provided at the following Assembly meeting by V. Kučera and V. Hlaváč, employees will be evaluated by 30<sup>th</sup> September
- Invite the new rector for the following meeting (ZH)

#### **13. NEXT MEETING AND ASSEMBLY CALENDAR**

will be agreed on later