MINUTES OF CIIRC ASSEMBLY MEETING NO. 39

MEETING NO.: 39  DATE AND TIME: March 22nd, 2018; 9:00 a.m.  ROOM: 716

ATTENDEES:

MEMBERS OF THE CIIRC ASSEMBLY:
  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)

GUESTS:  Ondřej Velek (OV)

Z. Hanzalek

RECORDED BY:  M. Horáková (MH)

AGENDA:

<table>
<thead>
<tr>
<th></th>
<th>DESCRIPTION</th>
<th>RESPONSIBLE</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>1</td>
<td>Possible changes to the meeting agenda</td>
<td>Hanzalek</td>
<td>approve</td>
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<tr>
<td>2</td>
<td>Minutes of the previous meeting and task review</td>
<td>Hanzálek</td>
<td>approve</td>
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<td>3</td>
<td>Attestation progress</td>
<td>Kučera</td>
<td>info</td>
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<td>4</td>
<td>Rules of evaluation in V3S</td>
<td>Kučera</td>
<td>info</td>
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<td>5</td>
<td>Review of documents submitted to the Academic Senate of CTU</td>
<td>Kučera</td>
<td>Info/approve</td>
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<tr>
<td>6</td>
<td>Financial Strategy</td>
<td>Hanzalek</td>
<td>info</td>
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<tr>
<td>7</td>
<td>Long term plan</td>
<td>Hanzalek</td>
<td>info</td>
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<tr>
<td>8</td>
<td>Annual Report on the CIIRC activities</td>
<td>Hanzalek</td>
<td>info</td>
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<tr>
<td>9</td>
<td>Meeting at the Ministry of Education</td>
<td>J. Urban</td>
<td>info</td>
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<tr>
<td>10</td>
<td>Open competition</td>
<td>O. Velek</td>
<td>Info/approve</td>
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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 1st 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 30th September
• Invite the new rector for the following meeting (ZH)

13. NEXT MEETING AND ASSEMBLY CALENDAR

will be agreed on later