

**DATE AND TIME:** October 21<sup>st</sup>, 2013; from 16.00 to 19.20 p.m.

**ROOM:** FS, Dejvice

**ATTENDEES:** **MEMBERS OF THE CIIRC ASSEMBLY:**

Z. Hanzalek (ZH), V. Hlavac (VHI), V. Kucera (VK), M. Sebek (MS),  
M. Valasek (MV)

**GUESTS:**

V. Marik (VM), O. Velek (OV),  
V. Dočkal (VD), P. Mikešová (PM)  
H. Krautwurmová (HK) from 17:00

**CHAired BY:** Z. Hanzalek

**RECORDING SECRETARY:** O. Velek

## Minutes of the Meeting of CIIRC Assembly No. 4

*Motto: A-players like to work with A-players and they just don't like working with C-players. A-players hire A-players; B-players hire C-players. Steve Jobs*

The members of the CIIRC Assembly approved the minutes of the meeting of CIIRC Assembly No. 3.

ZH proposed to check tasks from previous meeting during discussion of each topic, not at the beginning.

### MEETING AGENDA:

|   | Description   | Responsible | Action   |
|---|---|-------------|--|
| 1 | Possible changes to the meeting agenda  | Hanzalek    | approve  |
| 2 | Template - decide US/UK English   | Velek       | approve  |
| 3 | CIIRC Assembly Rules of Procedure   | Kucera      | check existence of English version and reserved concepts |
| 4 | CIIRC Science Council Rules of Procedure  | Velek       | approve  |
| 5 | Organizational Structure of CIIRC   | Velek       | approve  |
| 6 | Financial Strategy of CIIRC - Overheads in research projects and supplementary activities | Kratwurmova | discuss and possibly approve                             |

|    |   |               |   |
|----|---|---------------|---|
| 7  | Attestation Procedure                                   | Sebek         | discuss, make decisions                                 |
| 8  | Career Rules of CIIRC                                   | Hlavac-Pajdla | approve   |
| 9  | Documents and related working groups                    | Hanzalek      | revise/assign the work and set deadlines                |
| 10 | Status of the VaVPI proposal preparation – expectations | Marik         | info  |
| 11 | General rules of collaboration within CTU               | Marik/Valasek | info  |
| 12 | Change control mechanism                                | Hanzalek      | discuss   |
| 13 | Competence map  | Hanzalek      | consider new document or part of Organization structure |
| 14 | Miscellaneous   |               |   |

### 1. POSSIBLE CHANGES TO THE MEETING AGENDA

There were no changes or comments regarding the meeting agenda.

### 2. DECIDE ENGLISH

Documents of CIIRC Assembly will use US English. /Our proof-reader Mr Harvey Cook can use US English, although he is British.

Action: OV will inform Mr. Harvey Cook and add this information CIIRC document's template.

Deadline: October 25, 2013

Voted item: Agree on the US English

Vote: Approved – five in favour

### 3. CIIRC ASSEMBLY RULES OF PROCEDURE

The members of the CIIRC Assembly went through the proposed version of the Rules of Procedure VK will update this document. Some of comments:

Point 9: rector and director has the right to speak Vote: Approved – five in favour

Point 10+13: Written record of Assembly meeting will be made: “Minutes of the Meeting of CIIRC Assembly No. X”. The minutes consist of: meeting agenda, voting, future tasks. /In case of voting by e-mail, voting of each

member will be namely written/. Minutes of meeting is not exactly recorded speech. Draft will be published on CIIRC GoogleDocs. Treasurer will ask assembly to approve it at the beginning of the next meeting. Approved one will be sent to rector, director and all members and minutes will be published for public on [www.ciirc.cvut.cz](http://www.ciirc.cvut.cz). Reserved concepts will be only in the Czech version of CIIRC document.

Vote: Approved – five in favour

Action: VK will update document

---

#### **4. CIIRC SCIENCE COUNCIL RULES OF PROCEDURE**

The rights of CIIRC SC is given by CIIRC statutes (by AS CTU). Can SC Rules of Procedure add some rights? Not mentioned in CIIRC Statutes?

Action: VK will discuss with Mr.Olsak

Deadline:

#### **5. ORGANIZATIONAL STRUCTURE OF CIIRC**

The document will be updated by OV and submitted later by VM.

Action: The document will be updated by OV and submitted later by VM.

Deadline: until next meeting

/18:10 VHI left meeting/

#### **6. OVERHEADS IN RESEARCH PROJECTS AND SUPPLEMENTARY ACTIVITIES**

Version: *CD00015-2013-10-17-Rezie-CIIRC-Krautwurmova*

Vote: Approved – four in favour

Later this will be a part of “Financial Strategy of CIIRC”.

#### **7. CAREER RULES OF CIIRC**

Discussion, the document was on-line edited

- Amount of qualification points (decided by director) will be changed to five (from four)

#### **8. MISCELLANEOUS**

VM will discuss cooperation CIIRC – MFF UK with the dean of MFF.

The next 5<sup>th</sup> CIIRC Assembly meeting will take place on November 1, 2013, 1 p.m. (K14).

**APPENDIX A: RESERVED CONCEPTS**

**APPENDIX B: HISTORY OF THE DOCUMENT**

2013-10-22 O. Velek, CIIRC Assembly Minutes No. 4, first draft

2013-10-31 O. Velek, corrected date of meeting September 21<sup>st</sup> to October 21<sup>st</sup>

**TASKS:**

| NAME     | ACTION   | DEADLINE   |
|----------|--|------------|
| Velek    | US English - OV will inform Mr. Harvey Cook and add this information CIIRC document's template | October 25 |
| Kucera   | VK will update CIIRC ASSEMBLY RULES OF PROCEDURE   |            |
| Kucera   | VK will discuss CIIRC SC RULES OF PROCEDURE with Mr.Olsak                                      |            |
| Velek    | OV will Update ORGANIZATIONAL STRUCTURE OF CIIRC and submit to director                        |            |
| Marik    | VM will discuss cooperation CIIRC – MFF UK with the dean of MFF                                |            |
|          |  |            |
|          |  |            |
|          |  |            |
| Seguin/? | Organise the next CIIRC Assembly meeting in K14.   |            |