

11 / 2018

CEITEC MU Management Meeting

Date, venue	10. 4. 2018, A35/129, Campus
Participants (internal)	J. Nantl, K. Říha, M. Pokorná, E. Handlířová, M. Marcolla, N. Kostlánová, J. Šilarová
Guests	-
Excused	-
Minutes prepared by	E. Handlířová
Approved by	J. Nantl
Comments by	-

Agenda

- 1) Director's Measure on Project Preparation, Implementation and Sustainability (proposal) / M. Pokorná
- 2) Report on Fulfilment of NPU II Indicators / M. Pokorná
- 3) Any other business:
 - a. Information from vice-deans for research meeting / N. Kostlánová
 - b. Tram advertisement / J. Šilarová
 - c. Electronization of public tenders (electronic signature use) / E. Handlířová
 - d. UOCHB Agreement on events / J. Šilarová
 - e. Centre of the Region Haná – possible cooperation / K. Říha
 - f. Institutional events / M. Pokorná

Minutes

1) Director's Measure on Project Preparation, Implementation and Sustainability (proposal) / M. Pokorná

See Annex 1

M. Pokorná presented proposal of new director's measure on project preparation, implementation and sustainability (see Annex 1 for detailed information). The proposal is very complex and addresses experience from past years. The proposal was prepared by A. Valterová (Project Administration Dept.) and L. Čoček (Grant Office) and commented by all heads of administrative departments. The measure is not intended for researchers; implementation of the measure will be fully delivered by the administrative section.

Decision(s):

- a) Proposal of Director's Measure on Project Preparation, Implementation and Sustainability will be discussed with the Director's Board in April 2018.
- b) Proposal of Director's Measure on Project Preparation, Implementation and Sustainability will be amended with process scheme (Annex to the measure).

2) Report on Fulfilment of NPU II Indicators / M. Pokorná

See Annex 2

M. Pokorná informed the management on fulfilment of NPU II indicators in 2017 (data for whole consortium). Total fulfilment of the monitoring indicators for the NPU II project was reached in 2017, some indicators were overfilled.

Decision(s):

Report on fulfilment of NPU II indicators in 2017 will be presented to the Director's Board in April 2018.

3) Any other business

- a. Information from vice-deans for research meeting / N. Kostlánová

N. Kostlánová summarized topics discussed at the meeting of vice-deans for research. Next week, new call of MUNI Award (“Masarykova prémie”) will be opened. There will be deadline for applications by 21. 9. 2018.

Decision(s):

Director’s Board will be informed on the intention to use MUNI Award as a framework for CEITEC MU call for group leader position.

b. Tram advertisement / J. Šilarová

J. Šilarová: When exploring our options to be more visible in the city of Brno, we found an option to promote CEITEC for free in “exhibition trams”. There is also an option to order tram that would be fully in design of CEITEC for 300 th CZK per year. BUT is willing to share the costs with CEITEC MU. It would be very efficient promotion tool.

Decision(s):

Tram advertisement of CEITEC consortium will be discussed with the rectorate to make sure there is no risk of interfering MU 100-year anniversary promotion campaign. If there is not opposition from the rectorate, the Director approves expense of 150 th CZK for tram ad.

c. Electronization of public tenders (electronic signature use) / E. Handlířová

E. Handlířová: Newly, all documents related to public tenders will be sent to director’s signature electronically (electronic signature). All documents will be sent by head of operations department.

d. UOCHB Agreement on events / J. Šilarová

J. Šilarová: CEITEC MU and UOCHB agreed on mutual invoicing of internal conference/events fees as a part of implementation of newly established strategic partnership.

e. Centre of the Region Haná – possible cooperation / K. Říha

K. Říha informed on a meeting with J. Doležel from the Centre of Region Haná. They discussed potential cooperation in promotion of plant research on the national level. There will be another meeting called to specify further steps to be taken in upcoming month(s).

f. Institutional events / J. Nantl

Decision(s):

In case of the event organized by CEITEC MU in which any member of the managements has a speech, all members of the management will be informed on such event and will receive invitation to such event.

Overview of implementation responsibility

Item/ Decision	Management responsibility	Administrative responsibility	Deadline
1a	E. Handlířová	-	17. 4. 2018
1b	M. Pokorná	A. Valterová, L. Čoček	30. 4. 2018
2	E. Handlířová	-	17. 4. 2018
3a	J. Nantl	-	17. 4. 2018
3b	J. Šilarová	-	30. 4. 2018
3f	J. Šilarová	M. Smolík, J. Prušková	<i>To be implemented immediately</i>

Annexes

- 1a_Internal_proposal_agenda_form_Measure_on_Projects*
- 1b_Opatreni k projektu_CEITEC MU_2018-03-24*
- 2a_Internal_proposal_agenda_form_NPU_II_FIN_V2*
- 2b_NPU_2PZ_ALL_rozpad po partnerech*
- 2c_RP_RG_prehled_2017_CZ*
- 2d_RP_RG_report_2017_EN*