

Meeting with Group Leaders:

September 12, 2016

Zdenek Hostomský

Agenda



- IAB Strategy meeting
- Jiří Polách - ITS update
- Aranka Rozinková - HR
- Michal Hocek - Methodology Board
- Miscellanea

IAB Strategy session



- September 9-10, 2016
- Joint with IOCB Board and Communications
- Topics
 - Mentoring
 - Senior staff scientists
 - Overall Science areas and direction at IOCB
 - Interdisciplinarity through expertise (*Big science is interdisciplinary, individuals are disciplinary*)
 - Reaching optimal size
- Detailed recommendations – next Mtg w GLs (Oct. 10)

ITS update

September 12, 2016

Jiří Polách

Library



Book Exhibition

Wed-Thu, Sep 21-22, 2016, 9:00-16:00

Seminar Room A1L (A.1.48)

Seminar CAS - MethodsNow, PatentPak, (ChemZent)

Veli-Pekka Hyttinen, regional marketing manager

Tue, Sep 20, 2016, 10:00

Lecture Hall

(two-week trial access to both databases will follow)

(Almost) new journals

Chem (Cell Press)

Chemistry Select (Wiley)

Intraweb



- Full operation mode (old pages closed at the end of 2016).
- Ongoing work on **improvements**:
 - extending/updating/completing static information pages
 - phone book
 - search engine
 - ...
- Searching information – menu and the search tool.

Autor/author: Jiří Polách

Software



Package	Current contract end	Price CZK / year incl. VAT
Microsoft Office Professional	3/2018	400.000
Corel Suite	3/2018	20.000
AVG Antivirus Suite	12/2017	40.000
EndNote	6/2019	200.000
ChemOffice	9/2019	192.000
Total		852.000
MestReNova (NMR)	3/2018	~ 250.000

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Human Resources

Aranka Rozinková

Agenda



- Ph.D. Science Club
- Ph.D. Boot Camp
- 2016 Vacation
- Lodging House at Břevnov
- Internal HR pages
- Records of working hours



Ph.D. Science Club



Sixth series of presentations - **NEXT WEDNESDAY** (21st)

PLEASE ensure your students will attend.

PLEASE your students to learn from this experience.

Next presenters:

Joshi Vishwas
Anežka Tichá
Václav Houska



PhD Boot Camp



Get together weekend **23.9. - 25.9. in Malá Úpa (IOCB Cottage)**

Starts on Friday 23rd in 13:00 in the Director's meeting room.

PhD students who could not attend last year are welcome this year.

More details will follow via e-mail directly to PhD students.



From PhD student to postdoc - reminder



Please do not forget to let us know if your PhD students defended their dissertations and became postdoctoral fellows.

Many changes must be made



Kód vzdělání

Mzdový výměr



Mzdový tarif

Kód povolání

Pracovní smlouva



Transfer of 2016 vacation to 2017



- ❑ 5 days of 2016 vacation could be transferred this year if required by a special operational reasons.
- ❑ No special form is required this year.
- Approval of 5 days will be left in the competency of group leaders.
- Transfer of **MORE THAN 5 DAYS** will be approved only EXCEPTIONALLY and request must be submitted to the HR office with a signature from a group leader.



HR intranet - new pages available



Signpost Noticeboard Events Administration Science HR ITS Contacts Miscellanea Documents

/ Home / HR / Jubilees

Contacts

Jubilees 2016

IOCB Prague provides its employees with financial reward as a form of gratitude for their long term employment at the IOCB Institute as well as for their life anniversaries. Please accept our congratulations.

Payment conditions are stated in our Collective Agreement:

- Financial reward upon reaching 50 years of age, or due to a termination of employment within a pension age, or at the first termination of employment with a granted third level disability pension – financial reward is dependent on length of employment accordingly:
 - a. to 10 years 15 000 CZK
 - b. 10–20 years 20 000 CZK
 - c. over 20 years 25 000 CZK
- Employee reaching 10 years of employment in IOCB belongs a financial reward in amount of CZK 5 000 and then every following fifth year of employment.

Contacts

Benefits

Additional Benefits

Short Contracts

Labor Rules

Working Hours

Forms

Hiring Information

Accommodation

Monthly Report

Jubilees

Kontakty

Benefity

Doplňkové benefity

DPP a DPČ

Pracovní řád

Pracovní doba

Formuláře

Informace k nástupu

Ubytování

Měsíční hlášení

Jubileá

- New sections will be still added.
- Please let us know what more would you like to find there.



Lodging House at Břevnov

- From January 1st, 2017
- Related to single rooms only.
- Two bedroom apartments will stay with no change.
- **Length of stay - 1 to 3 months.**
- Available to all foreign employees with no restrictions.

Benefits of the change:

To allow time to new comers from abroad to visit and find a long term accommodation upon their arrival.





Submission e-mail: dochazka@uochb.cas.cz

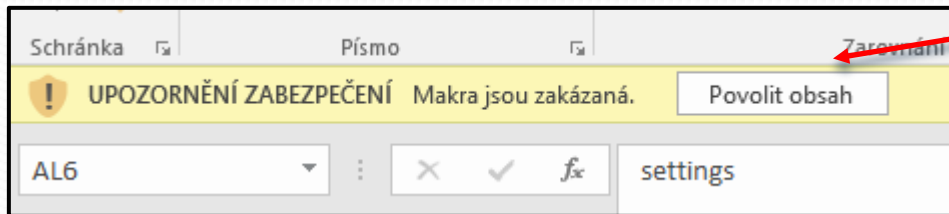
- [illegible]

Creating „DOCHÁZKA“ sheet - demo



A) Setting up your spreadsheet for future multi-use:

1. Open the Excel spread sheet and make sure that function Macro is allowed.



2. Create the list of names - your team (Personal No.; Surname, First name, group, year).

	Personal			
8	No.	Surname, First name	group	year
9	0000	Smith John	100	2016
10	0001	Rozinková Aranka	100	2016
11				

3. Entry start time of work from - to: 7:30 7:30 for each employee.

entry time	
from	to
8:30	8:30

4. Days of work and hours for each day (including 0,5 hour for lunch = 8:30 hours)

settings				
number of working hour in weekday				
Mo	Tu	We	Th	Fr
8:30	8:30	8:30	8:30	8:30

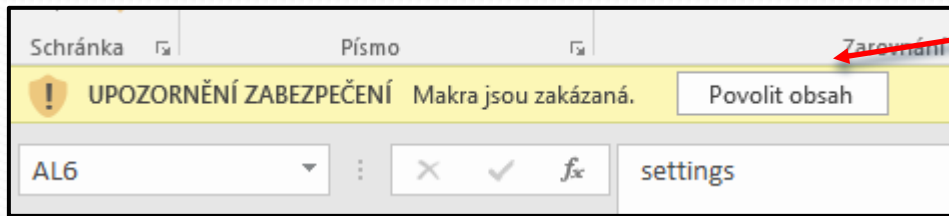
TIME TO HIT THE SAVE BUTTON !!!!! 😊

Creating „DOCHÁZKA“ sheet - demo




B) Creating spreadsheet for specific month:

1. Open the Excel spread sheet and make sure that function Macro is allowed.



2. Fill out the month for yeach line (person).



Personal	No.	Surname, First name	group	year	month
8	0000	Smith John	100	2016	8
9	0001	Rozinková Aranka	100	2016	8

3. Enter non-working using the abbreviations for each person.

Personal	No.	Surname, First name	group	year	month	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	0000	Smith John	100	2016	8			D	D						N				
	0001	Rozinková Aranka	100	2016	8						ST								

4. To make it happen, select personal numbers and run the macro function by pressing **CTRL+SHIFT+A**

Spreadsheet for each employee will be created in a new window.

SAVE THEM on your computer and print!!!



The new control sheet will be created and moved into subfolder "evidence".

Please note: Do not use the tabs „evidence and kontrolní“. It's for the macro functionality ONLY, so ignore.

	A	B	C	D	E	F	G	H	I	J	K
	Docházka 1.3 for 2017 year										
	welcome in Dochazka application. It serves for evidence of working hours. Application is very easy to use and it should simplify your work with working hours evidence for employees										
	1.										
	First three fields are related to info about each employee.										
	Personal No.										

Meeting with Group Leaders
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Methodology Board

Michal Hocek

Methodology board



- Advisory body for the Director and Board of the Institute (Rada pracoviště)
- Named by the Director, members:
 - Josef Cvačka (analytic/spectroscopy)
 - Michal Hocek (chemistry)
 - Pavel Jungwirth (physical/theoretical)
 - Michal Mareš (biochemistry/biology)

Main tasks:

- Strategic planning of instrumentation, methodologies and services
- Planning of the reconstruction of the campus (almost finished)
- Annual review/recommendation of requested purchases of instruments

Reasons and outcome:

- Efficient use of instrumentation (24/7), sharing, public access (stewards not owners!) - sufficient capacity
- Efficient use of the available funds (IOCB is rich but not forever) - purchase own or pay the use elsewhere ?
- Efficient use of space (and manpower) - no more space available after 2016 (every new purchase must fit to the existing space - on the expense of something else)
- Complementarity, new state-of-the-art techniques/instruments
- Recommendation (and ranking) of the requested purchases (the Director decides!)
- Clustering of the prospective purchases to classes for tenders

Methodology board



Requests/suggestions for instrument purchase – January each year

Financing:

1. Fully paid by the group(s) budget / grant - typically needed just by one group - in (almost) all cases recommended by the MB
2. Fully paid from the global budget of IOCB - recommended only for service instruments (NMR, MS) or “whole campus” common instruments needed by at least the whole discipline (Typhoon, fluorimeter)
3. Partly paid from IOCB global with participation of the interested groups - instruments needed by one or several groups - requested participation (at least 20% for cheaper; 10% for expensive instruments), case by case assessment, ranking order

MB reviews and evaluates all requests, gives recommendation and ranking:

- A) Crucial/Highly important - recommended for purchase
- B) Important - recommended to purchase if funds suffice (recommended ranking order)
- C) Less important/too specialized/limited need - not recommended

Special case: a unique instrument needed for one or several groups - promises breakthrough science - can be recommended subject to evaluation and comparison with other requests, some contribution required

(must be submitted in January)

Final decision: the Director

Methodology board



Clustering of approved purchases:

- Clusters according to the type/class of the instrument (e.g. HPLC, vacuum technique, centrifuges etc.)
- Small scale tender - < 2M CZK (excl. VAT) - simple procedure (3-5 offers, takes 3-4 weeks)
- Big scale tender - > 2M CZK (excl. VAT) - difficult procedure (external company, takes longer)

Requests/suggestions for instrument purchase – during the year (outside of the January date)

only exceptional cases:

- Newly starting group
- New grant
- Move to new building/labs
- Replacement of a breakdown
- Capacity problems
- Small/cheap instrument fully paid by the group (if not exceeding the 2M limit in total with previous purchases)

Requests submitted outside of the January date cannot be compared with others/ranked – so the requests of individual groups with no common interest are typically rejected

Final decision: the Director

Upcoming dates

- **Happy Hours** - on the roof of B - end of September ?
- Next Meeting with Group Leaders - October 10, 2016
- GSRC-3 meeting in Prague, October 17-18 2016
- Election of new IOCB Board - November 2016