



ÚOCHB ^{AV}
IOCB PRAGUE

Meeting with Group Leaders

Zdeněk Hostomský | November 21, 2016

AGENDA



- **IOCB interdisciplinary grants**
- **Twinning** (I. Valterová, A. Svatoš)
- **ITS Update** (J. Polách)
- **HR Update** (A. Rozinková)

IOCB interdisciplinary grants



- November 30, 2016 deadline – 10 days left
- Clarification:
The call is open to all at IOCB who may have interesting interdisciplinary ideas, not only to those who previously applied for GSRC-3.
- Please send proposals to the Director's office



- **Invitation to a Twinning proposal**

Irena Valterová
Aleš Svatoš



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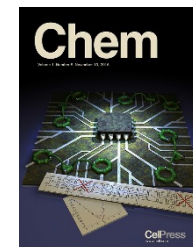
ITS Update

Jiří Polách | November 21, 2016

New Acquisitions for 2017



Recommended by the Library Board
Approved by the director



- + Chem (Cell Press)
- + RSC Archives (everything forever)
- + SciFinder MethodsNow
- + SciFinder PatentPak



WoS and EndNote Seminar



Wednesday, December 7, 2016

13:30 – 16:00

Lecture Hall, A.2.01



WEB OF SCIENCE™

Web of Science

- What is WoS?
- WoS Interface
- Searching
- Search Results
- Processing of Results
- Analysis of Results
- Citation Relations
- Identifying Authors
- ...

End Note

- Working with Libraries
- Sharing Libraries
- EndNote plug-in in Word
- ...

Reasearcher ID

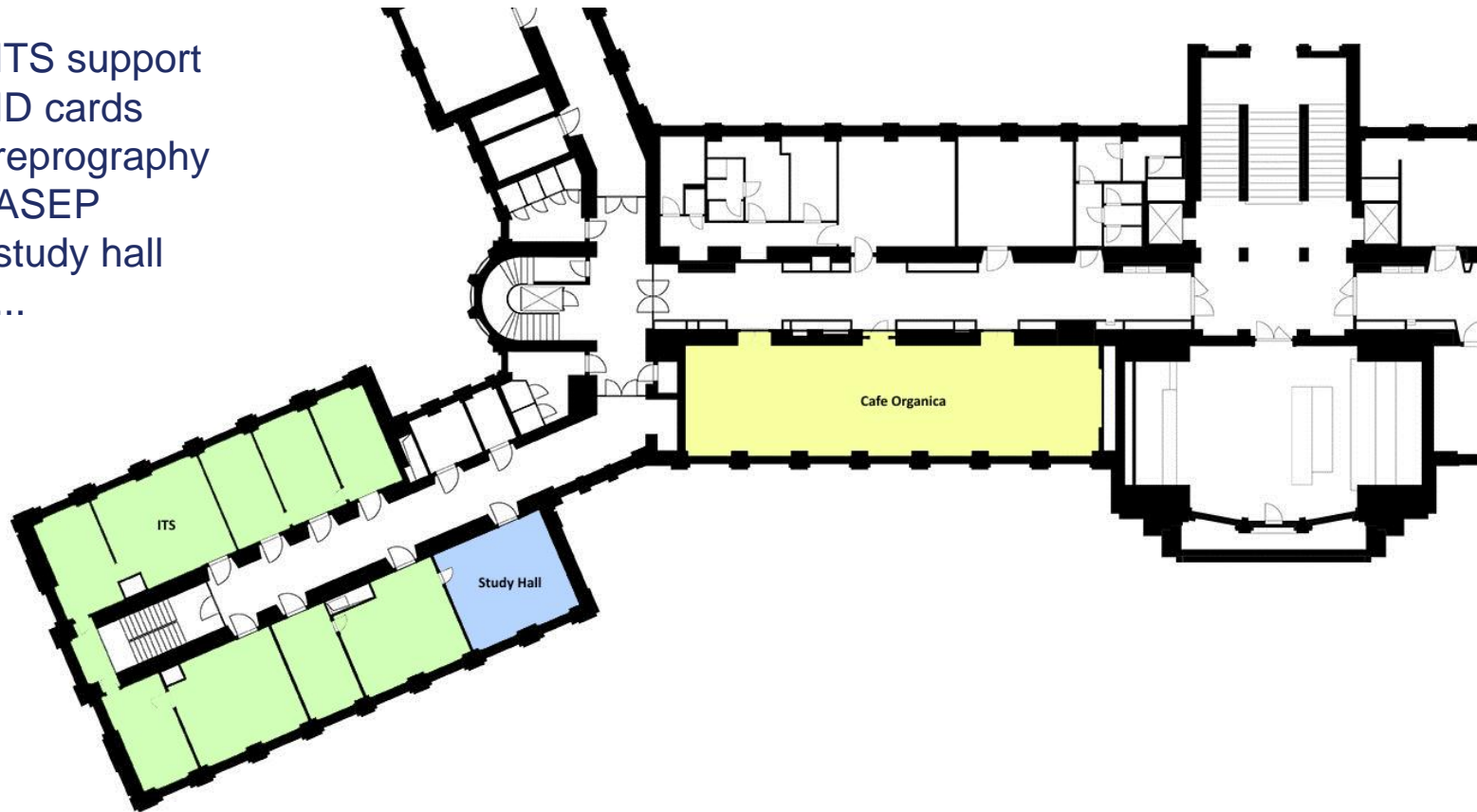
- Creating RID Account
- Profile Administration
- Publication List
- ...

New ITS Offices



New offices from January 2017

- ITS support
- ID cards
- reprography
- ASEP
- study hall
- ...



Printing Services



- replacing old and broken Xerox printers
- campus printing system
 - one virtual printer, one driver
 - documents can be printed on any printer (card identification)
 - test with one A3 printer
 - three A3 and three A4 for the beginning
 - start in the beginning of 2017
- prints will be counted and charged





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Human Resources

Aranka Rozinková | November 21, 2016

HR - AGENDA



- **PhD Science club**
- **Pregnant workers**
- **2016 Vacation**
- **DPP and DPČ contracts 2017**

MANAGEMENT RESPONSIBILITIES



- Compliance with the Law
(Keep us out of trouble)
- Facilitate Research activities
(Make scientists happy and productive)
- **In case of a clash, management will try to find an alternative way to make the Research productive.**

AGREEMENT TO COMPLETE A JOB



- (Dohoda o provedení práce - **DPP**)
- Understand the reasons why scientists like to use them
- **Find alternative solutions**

Ph.D. Science Club – last this year



LAST PhD club – THIS WEDNESDAY (23rd) 15:30!!!

PLEASE ensure your students will attend.

Next presenters:

Knedlík Tomáš

Pangavhane Sachin

Novák Vít



Vacation 2016 - reminder



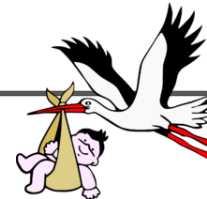
Deadline for director's approval for transfer of **MORE THAN 5 DAYS** is today, Monday Nov. 21st.

Starting tomorrow, the Albina will be re-checked and vacation over 5 days will be assigned. Please hand in any approved requests to the HR office by end of tomorrow.

You will be informed about people's ordered vacation in your group (days of assigned vacation) by the end of this week..



Pregnant workers – reassignment



Pregnant and nursing women **CANNOT work on the positions assigned to a 2nd and higher grade risk category.**

These ladies **MUST** be formally (in writing) reassigned to a non-risk category jobs and working environments.

The moment you learn about pregnancy in your team please :

1. **inform HR office**
2. direct this worker to the HR department to obtain a reassignment notification.
3. ensure that they are not accessing high risk environment and are not asked to complete duties belonging to the 2nd and higher grade risk positions.



DPP and DPČ contracts in 2017



Starting next year we are tightening the rules of allowing DPP and DPČ contracts for internal IOCB workers.

From now on these short term contracts will be used for external workers ONLY. The exception to the rule will be allowed ONLY in a very exceptional situation.

Please ensure that your OON money for future grants are planned only for external workers.

UPCOMING DATES 2016



- Election to IOCB - today
- PhD Science Club – Nov. 23
- Internal IOCB grants – Nov. 30 deadline
- IOCB Christmas Party – Dec. 15
- Next mtg w GLs – Dec. 19