



Director's Order

15/2013

Preparation for the Annual Report 2013

As every year, it is necessary to prepare an Annual Report of the IOCB 2013; the first stage of the report is in the same format as last year. It has two parts: a text (Word) and a numerical / tabular (Excel). The second part of the report with mainly economic information will be prepared after the closure of the audit in the middle of 2014.

I task the group leaders with preparing the background materials for the first stage of the final report for their groups i.e. complete attached forms (statistical part, textual part) and submit the by **January 8th 2014** to munzar@uochb.cas.cz

The most important results (Annotations in Czech and English) submit please by **January 6th 2014** to munzar@uochb.cas.cz

Notes:

Please **complement the data for all of the work for 2013** which the library does not have recorded yet!

1. Point 2.1.2 of the text part: List the truly most important results (for the entire institute their number should not exceed ca 40–50).
2. Point 2.3.2 of the text part: Only the most significant economic contracts belong here (not for instance a contract for performing an analysis of one mixture at a cost of ca CZK 6,000).
3. Do not fill in the last table of the numerical part (1.3 Inventions). It will be compiled centrally by Dr. Součková.
4. Also section 2.1.4 will be compiled centrally.
5. If you do not have a result/data in some item, please cross it through like this --- so that it is clear that it has not been overlooked.
6. In the attachment, you will find a) instructions for filling in the questionnaire, b) the form for the textual part and c) the form for the numerical report.

Prague, December 19, 2013

RNDr. PhDr. Zdeněk Hostomský, CSc.
Director