



ÚOCHB AV
IOCB PRAGUE

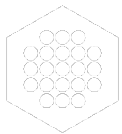
Meeting with Group Leaders

October 15, 2018

Zdenek Hostomský

Agenda

- TEA update - J. Gazda
- PhD student recruitment day – B. Fričová
- Miscellanea





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Improving public procurement processes

Jan Gazda | 15.10.2018



Improving public procurement processes

- Personnel stabilization and optimization
 - Refining and updating guidelines for public procurement
 - More frequent use of award procedures other than open procedure
 - Miscellaneous
-

Personnel stabilization and optimization

- First half of 2018 was one-time phenomenon
 - The investment budget has been approved on March 16 and then updated in April
 - Almost all employees in the MTZ department were on the job for less than a year, the same holds for the head of the department, the position of the head of TEA was vacant
 - OP VVV projects started to roll in and head of the department took part in the preparation of purchasing guidelines of OP VVV project
 - For capacity reasons the head of the department had to work on the routine agenda (foreign orders) until the end of June
 - As a result the procurement process slowed down, esp. in case of equipment
 - By August the pace of the process picked up
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Purchases of instruments and equipment (15.10.2018)

	Total amount	Completed	Running	Not started	Cancelled
Direct purchase	48	22	16	8	2
Small-scale contract	25	11	11	1	2
Open procedure	25	1	22	2	0
OP VVV	18	7	10	1	0
Total	116	41	59	12	4

In current situation we should be able to deliver most of the devices by the end of the year.



Refining and updating guidelines for public procurement

- Changes in the request forms for equipment
 - Two phase process
 - preparation of initial data for the setup of the investment budget (by the end of year)
 - preparation of detailed description of each device (by the end of February)
 - Preparation of request forms digitalization
 - Preparation of „How to“ guidelines for all purchases
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Podklad k sestavení rozpočtu a k veřejným zakázkám na rok 2019							
Specifikace přístrojového vybavení s předpokládaným termínem realizace v roce 2019 (kapitálové i provozní prostředky)							
Název přístroje a stručná specifikace (podrobnou specifikaci uveďte v příloze)	Cena v Kč bez DPH	Cena v Kč vč. DPH	Zajištěný zdroj financování	Kapitálové (K) / Provozní (P)	Vedoucí týmu	Místnost umístění	Dodatečné související výdaje ANO / NE
		0,00 Kč					
		0,00 Kč					
		0,00 Kč					
		0,00 Kč					
		0,00 Kč					
		0,00 Kč					
		0,00 Kč					
		0,00 Kč					
Tabulku, vč. elektronické verze, odevzdejte do nákupního oddělení (p. Křivánek) v termínech uvedených v Příkazu ředitele XX/YYYY, tj. do XX.YY.ZZZZ							
Datum:	10.10.2018						
Podpis vedoucího týmu:							



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ÚSTAV ORGANICKÉ CHEMIE A BIOCHEMIE AV ČR	
POŽADAVKOVÝ LIST NA PŘÍSTROJE - ZAŘÍZENÍ (INVESTICE)	
Název (typ) přístroje - zařízení (v českém jazyce) (u zařízení do 300 tisíc Kč bez DPH konkrétní název přístroje a přímý odkaz)	
Požadavky na zakázku, kritéria hodnocení nabídek: (cena, cena / kvalita, hodnocení konkrétních parametrů)	
Navrhovaný dodavatel a výrobce: (u zařízení do částky 300 tisíc bez DPH)	
Technické parametry přístroje – zařízení: (stanovení konkrétních technických parametrů)	
Údaje o místě, kde zařízení bude umístěno a užíváno Laboratoř - čís. dveří: Název oddělení:	
Informace o účelu použití přístroje – zařízení:	
Zdroj financování:	Pořizovací cena v Kč bez DPH:
Dodatečné související výdaje (ANO / NE)	Odhad výše souvisejících nákladů Kč
Vedoucí VEJ:	Dodací lhůta:
Vyžadovaná doba přijetí a akceptace hlášené vady na straně Dodavatele:	Vyžadovaná doba odstranění vady:
Požadovaná záruční doba:	Vyžadované pojistné krytí:

Typ investice			
Nové zařízení <input type="checkbox"/>	Technické zhodnocení <input type="checkbox"/>	Nákup služby <input type="checkbox"/>	Nákup SW <input type="checkbox"/>
		Inventární číslo přístroje:	
Datum		Ředitel (statutární zástupce ředitele)	



Award procedures

- Majority of the purchases is realised as small-scale public contracts or public contracts by open procedure
 - More frequent use of award procedures other than open procedure is desirable
 - The nature of institute's activities invites us to apply some general exclusions from the Public Contracts Act
 - Negotiated procedure with publication or negotiated procedure without publication
 - The extent of paperwork is comparable but the process is faster
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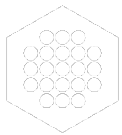


Misc.

- One unresolved question regards the prioritization of the purchases (one of the reasons for the problems in the first half of the year)
 - Electronic public procurement is mandatory beginning 18. 10. 2018
 - Persisting problems with proper process regarding the Registry of Contracts
 - The invoice is the last step in the paperwork linked to purchasing process
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Barbora Fričová

PhD Student Recruitment Day 2018



PhD Recruitment Day 2019

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- Selection of the date - Doodle poll
- 2 alternatives of the format:

- Same as last year
- Individual one-to-one interviews or Skype interviews
- All in 1 day

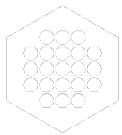
- In addition, presentation of all candidates to the 3-4 member committee
- Standardized form filled by each committee member
- Skype candidates interviewed first by the committee - one day ahead
- → 2 day format
- → More involvement and time from GLs required
- → May help to match candidates with unscheduled GLs

PhD Recruitment Day 2018 - stats

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STAGE	Total	CZ	International
Applications received	102	10	92
Shortlisted & interviewed	38	10	28
Hired – currently at IOCB	14	5	9

How did hired students learn about PhD at IOCB	
Social networks	4
Friends and colleagues	3
Previous supervisor	2
PhD portal	1
NatureJobs	1
Google search	1
Internet	1
IOCB website	1



Miscellanea

IOCB Publication Support Policy

IOCB is interested increasing visibility and impact of its publications

When appropriate, it is willing to pay for extra costs associated with improved presentation of selected papers, such as color pictures, cover feature, open access, etc.

Here is the recommended protocol for the authors:

1. Talk to the director to get his consent to support the publication
2. Negotiate with the publishers directly and pay for the extra costs from your group's budget (VEJ)
3. Send the copy of the invoice to the Economic dept. (cc to Director's office) and the expenses will be reimbursed to your group's budget

Requests satisfied since the last meeting

1. Dračinský – Chemical Science Cover_final 1000 GBP
2. Jiráček - Chrudinova JBC 2018 open access 3500 USD
3. Vondrášek - Oxford Uni Press_06_18.pdf, Plos_08_18.pdf,
SpringerOpen_05_18.pdf 134 000 CZK

Complaints regarding chemical odors

Coming from the concerned neighbors – rotten eggs sulfur-like odors

Karel Šobíšek addressed the issue with Dept. Of Environment – we have an official statement, that the odors are not coming from our purification station.

Sept. 4 – Visit of Mayor of Prague 6 with one of the concerned neighbors
- Clarification

Request to our chemists – as a preventive measure:

Please let Mr. Šobíšek know, when you are planning to use mercaptan

Additional complaint from an English speaking neighbor – referring to ozone and health issues in the family

Mtgs w GLs - 2018 Schedule



- January 15
- February 19
- March 26
- April 30
- May 21
- June 25
- September 6
- October 15
- November 12
- December 17

Always on Mondays at 10:00 am in the Director's Boardroom A4.01