



ÚOCHB AV
IOCB PRAGUE

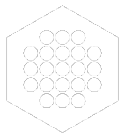
Meeting with Group Leaders

November 12, 2018

Zdenek Hostomský

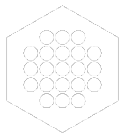
Agenda

1. Communications update – B. Fričová, D. Brinzanik
2. TEA update - L. Křivánek
3. Additional employee benefits
 - Psychologist,
 - Czech classes,
 - English pronunciation workshop,
4. Prime Minister Babiš visit
5. Grant office and HR-Payroll realignment
6. PhD student program – K. Šolcová
7. Upcoming events (Heyrovský seminar)
8. Miscellanea (J. Gazda)



Barbora Fričová, Dušan Brinzanik

Communications update on group
microsites





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Process optimization of investment purchases

Lukáš Křivánek | 12. 11. 2018

Process optimization of investment purchases

Implementation of three phase process

- **Phase 1** - Collection of initial data for the setup of the investment budget (**by December 31**)
 - Update from .doc version of the form to .xls file for easier processing.
 - Calculation of additional costs of investment purchases (additional purchase of laboratory furniture, adjustment of laboratory electricity, etc.).
 - Prioritization of purchases - creation of priority index based on measurable inputs.
 - Preparation of investment budget for the acceptance from Methodology council, following the acceptance of the IOCB board and Supervisory board.
 - Approved investment budget will be uploaded to the cloud for the instant overview.
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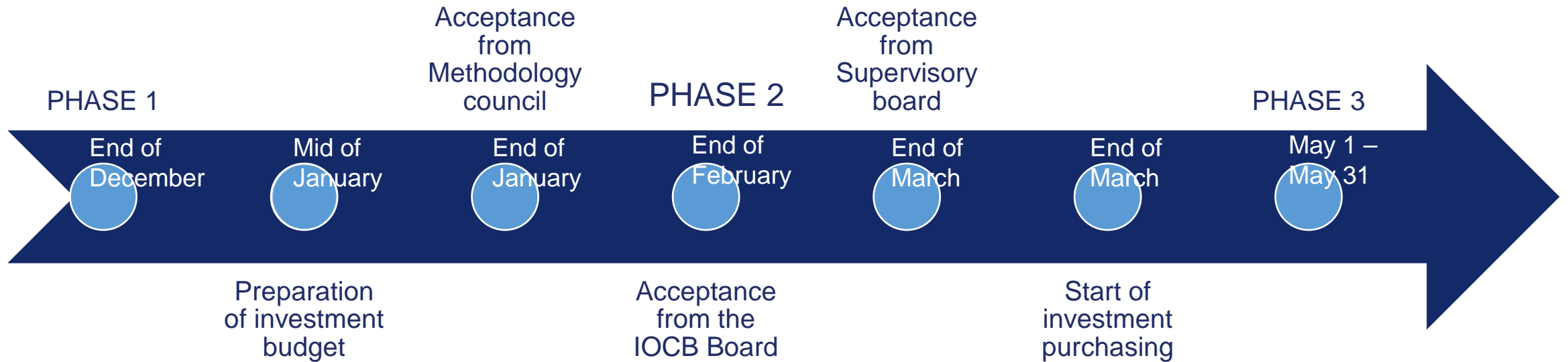
Process optimization of investment purchases

- **Phase 2** - Collection of detailed description of each device (**by the end of February at the latest**)
 - Signed hardcopy and electronic version of the form to the purchasing department.
 - Preferably during the Phase 1 but within the end of February at the latest.

 - **Phase 3** - Collection of „late“ investment requests (**from May 1 to May 31**)
 - Reduction of administrative burden in purchasing department as well as in Methodology council and IOCB Board.
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Process of investment budget acceptance

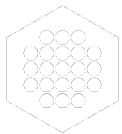




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Thank you for your attention

Additional Employee Benefits



Psychological Help

The need was recognized as a reflection of the competitive environment of contemporary science.

Effort to

- reduce stress
- avoid burnout
- ease depression
- prevent suicide

A certified psychologist on call

Hotline

Contract with IOCB is being negotiated

Initial consultation is free, subsequent sessions have a cost sharing (50:50), half of the 1300 CZK hourly rate.

Discretion and privacy are guaranteed.

Czech lessons on site

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Intended for our international employees who are interested improving their Czech language skills.

The courses will start in February 2019

About 30 people expressed interest so far

A professional tutor has been identified who would be coming to IOCB, saving time and increase motivation for our employees

English pronunciation workshop on site

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Some of our top scientists produce world-class science, prepare a fantastic presentation, but the final impression from their lecture may be unnecessarily diminished by consistently mispronouncing one or more commonly used words.

A fast improvement should be achievable through a relatively modest effort (low hanging fruit).

IOCB is offering to help by providing a specialized intensive class directly on site.

Commonly mispronounced words

focus (cf. locus)

event (vs. even)

occur (vs. obscure)

course (vs. curse vs. coarse)

analysis, catalysis, hydrolysis (vs. lysis)

consequence (vs. sequence)

surface (vs. face)

height (vs. weight)

width (vs. with)

target

determine

estimate (noun) vs. estimate (verb)

ultimate

hypothesis (vs. thesis)

synthesis

natural (vs. nature)

research

launch (vs. lunch vs. lounge)

idea

Gilead Sciences

Chicago

Raleigh (Research Triangle Park, NC)

Tucson

English pronunciation – Intensive personalized instruction ¹⁴

Classes on site at IOCB (A 4.32)

A professional tutor, coming to IOCB:

Free to IOCB group leaders*

Individual one-on-one
15-20 minute sessions

Tuesday afternoons 4-6 pm
Thursday mornings 8-10 am

Please sign up with the director's
office (uochb@uochb.cas.cz)

James J. Tufano, PhD, CSCS*D
Assistant Professor - Strength and
Conditioning
Charles University, Faculty of Physical Education
and Sport
Department of Physiology and Biochemistry
José Martího 31, room 324a
Prague, Czech Republic, 16252

Prime Minister A. Babiš visit to IOCB

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On Monday morning, November 19, 2018

Accompanied by

- members of the Government Council for Research, Development and Innovations (RVVI),
- representatives from MOP (P. Očko), as well as by
- leadership of the Czech Academy of Sciences

The director is asking employees for a quiet environment as usual, and to abstain from grandstanding.

Realignment of departments in the Office of the Director

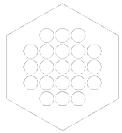
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Grant Center will be divided into Project office which will stay in the office of the director while the grant office will be reporting through TEA.

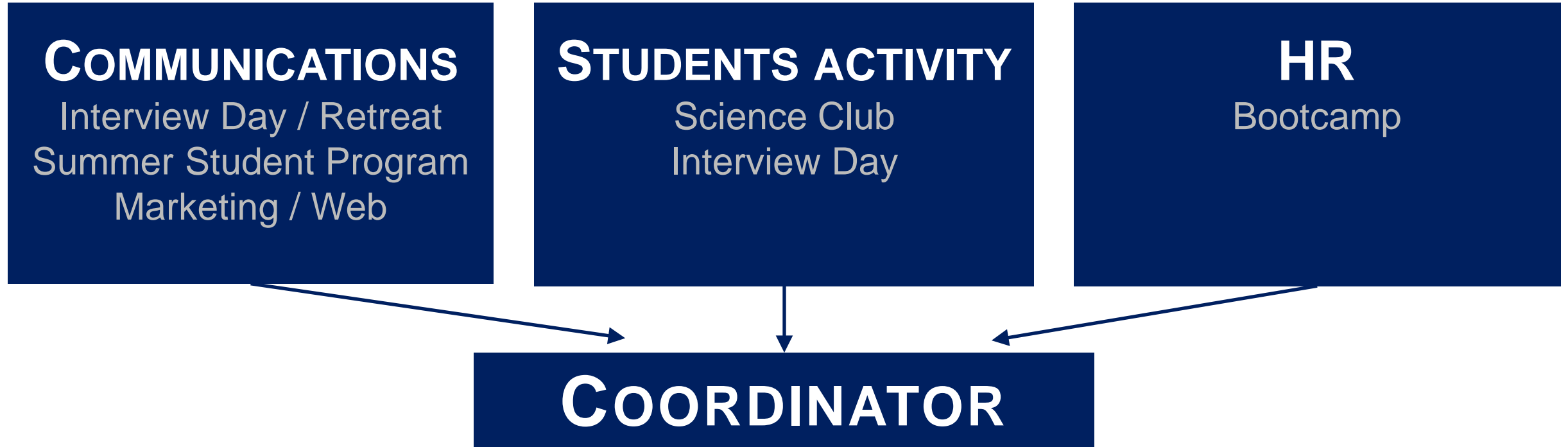
The Personnel office and the Payroll office will be merged. The joint P&P office will be headed up by Dr. Gazda and report through TEA.

Kateřina Šolcová

PhD Student Program



Ph.D. PROGRAM @ IOCB



Goals: Efficient management of all Ph.D. activities at the IOCB
Mediator between students, GLs and administration

Ph.D. INTERVIEW DAY @ IOCB - 2019

On-line application

- Dead-line:
28 February 2019

Interview day

- Proposed:
Thursday 21 March 2019
- Thursdays: 14-28 March 2019
Fridays: 15-29 March 2019

OPTION A

without committees = just like a last year

- 1 day
- Skype interviews
- Face-to-face interviews
- Party with Ph.D. candidates

OPTION B

with committees = improved recruitment

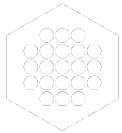
- 1 day
- Ph.D. candidates present their thesis in front of the IOCB committees
- Face-to-face interview
- Party with Ph.D. candidates
- Skype interview a day before or after – depends on group leaders

COMMITTEE

- **4 panels** according to advertised topics:
 - Organic Chemistry
 - Analytic Chemistry
 - Biochemistry and Molecular Biology
 - Physical and Computational Chemistry
- **15 min**
5 min presentation and 10 min discussion
- **3 committee members**
group-leaders or senior researchers
- **Standardized form**
to evaluate Ph.D. candidates

PROS / CONS

- + **Objective evaluation** of candidates
- + **More information** about the candidate's language, presentation and discussion skills
- + Higher chance to **find “the best” match** (even from the candidates who did not apply for your lab)
- + Higher chance **not to loose top** candidates
- + **Quality database** for re-selection
- Require higher GLs involvement



Miscellanea

Upcoming events

- Opening of the JEOL NMR lab
now (1:30 pm JEOL developments in Cryo EM)
- A joint seminar between IOCB and JHIPC “Collaborations bridging Physics, Chemistry and Biology: Dreams and Reality”
Tuesday Nov. 13, 2018 from 9:30 am to 5:30 pm at JHICP
- Detlef Schröder Seminar (Julius Lukeš)
Thursday Nov.15, 2018 at 3 pm
- Erik De Clercq visit to IOCB on Monday Nov. 26, 2018

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