



Director's Order

5/2011

Utilisation of Service Time

In connection with the assessment of service time in the period 2010,

I charge

the leaders of the service and scientific-service teams to assess by their own methodology the relative utilisation of service time by the individual teams in 2010. For these purposes, an Excel table has been processed, which is the attachment to this order. In the case of the utilisation of more apparatuses or the provision of various services, prepare a table for each apparatus or service independently. In the heading of the table, list the title of the service; in the lower part of the table, list the percentage utilisation of the individual sources of financing. In the case of scientific-service teams, do not forget to take into consideration the initial division of the capacity of the team. Should you have questions, contact the Economic Unit at petsch@uochb.cas.cz or tel. line 275 B. Petschová. Send the assessment including the description of the actual methodology electronically to the address bankova@uochb.cas.cz by 1st April 2011.

I further charge the head of the Economic Unit with the processing of an overview of the corresponding operational expenses for 2010.

The results will be the background material for further analyses of the performance and efficiency of the service activities of the institute.

Prague, 17th March 2011

RNDr. Zdeněk Havlas, DrSc.
Director