



RE: Preparation of the Annual Report for 2010

Addressees: Leaders of Scientific and Scientific-Service Teams

Like every year, also this year it is necessary to draught an Annual Report of the IOCB for 2010; the first stage of the report is in the same format as last year. It has two parts: a text (WORD) and a numerical/table (EXCEL). We will prepare the second part of the report, with predominantly economic information, after the conclusion of the audit in the middle of the year.

I charge the team leaders with preparing the background materials for the first stage of the final report for their team according to the instructions below and turning in the background materials within the set deadline to Dr. Koutek, who will conduct the completion of the report.

Please observe carefully the instructions included here. I remind you that the only font useable according to the instructions is ARIAL 12, full citations (it is possible to draw upon the ASEP database) are listed collectively at the end of the form with the number assigned (for the facilitation of the final compilation of the publications, use numbering in the form of VED_X., thus e.g. ROS_1. is the first citation of Rosenberg's team), the column of the citation of the outcome in Sections 2b, 2c and 4 then contains only the numbers of the citations. Please pay attention also to the requested (see the instructions) unusual format of the citations and the fact that some items do not require an English version.

Important deadlines:

1. By **Thursday, 9th December 2010** send the proposal of the annotated result to koutek@uochb.cas.cz (a maximum of 1 result per team; it must be supported by a publication already issued or accepted for print). In this phase, send annotation proposals only in the Czech version with an appropriate picture. The text must be comprehensible even for laypeople in the field! The length may not exceed 1800 characters. To the annotation, attach a picture in .jpg or .gif format (max. 2000–3000 kB).

From the annotation proposals delivered, the Council of the IOCB will select the three most significant and the authors of those three annotations will be called upon to supply an English version of the annotation and other appurtenances according to the official form.

2. **Tuesday, 11th January 2011** is the last day for the reception of the completed forms and tables at the email address listed above.

Notes:

Please **complement immediately all of the works for 2010** that the library has not yet registered!

1. To point 2b) of the text part: List the truly most important results (for the entire institute, their number should not exceed ca 40–50).
2. To point 4a-2) of the text part: Only the more important economic contracts belong here (not e.g. a contract on the performance of analyses of one compound at a cost of ca CZK 6,000).
3. Do not fill in the last table of the numerical part (patents). It is compiled centrally by Dr Součková.
4. Also the data on international grants and invited lectures will be elaborated centrally.
5. If you do not have a result/data in some item, please cross it out like --- so that it is clear that it has not been overlooked.
6. In the attachments, you will find a) instructions for filling in the questionnaire, b) the form for the text part and c) the forms for the numerical report.

RNDr. Zdeněk Havlas, DrSc.
Director