

Porada vedoucích

Meeting with Team Leaders



Attendance Records

1. The records must be stored in the office of the leader
2. The records must be ready for audit any time
3. The records must be consistent with the salary paid
4. If you are not sure, please contact the personal department and/or payroll office
5. The records must be stored for **5 years**
6. Direct your assistants to keep the records in order and to update it regularly and daily
7. Record the absence reasons (vacation, trip, sick leave, ...)

EVIDENCE DOCHÁZKY

Jméno:

Odstělení / tým:

Měsíc a rok:

Pracovní doba od-do:

	Příchod	Odchod	V tom počet hodin:				Důvod
			Nařízená práce přesčas	Pracovní pohotovost	Napracování nepřítomnosti v práci (NV)	Přestávky v práci	
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Podpis pracovníka: _____ Podpis vedoucího odd. / týmu: _____



WEB pages update

1. Many thanks to all teams which keep the web pages updated
2. If you have any problem, please contact Dr. Hoskovec for help
3. Supply Dr. Hoskovec with any new piece of information you wish to add to the web pages of your team
4. Do not forget to mention all scientific and non-scientific activities of your team (recent publications, conferences you organize, awards, articles in media, public lectures, ...)



New self-service NMR

1. 400 Mhz with sampler changer
2. Installation in room 116
3. Next steps will be made with the NMR team (preparation of tender, new rules of usage)



Invited Lecture Series

April 13, 2011

Prof. Erick M. CARREIRA

Laboratory of Organic Chemistry, ETH Zürich

Discovery and Surprises with Natural Products

June 15, 2011

Prof. Itamar WILLNER

Institute of Chemistry, The Hebrew University of Jerusalem

Biomolecular Nanostructures for Sensing, Machinery and Nanocircuitry

Dear Zdenek:

We have had an uneventful trip back to Berlin, and this is just to thank you, also on behalf of Enga, for your extraordinary hospitality. **I have enjoyed each minute of my stay both socially and professionally – and the Institute you are heading is, no doubt, first rate and you have good reason to be proud of the many achievements.**

With best personal regards, also to Irena,

Cordially

Helmut



Free discussion

