

CEITEC MU Management & Admin Heads Meeting

Date, venue	26. 3. 2024, E35/145 (hybrid)
Participants	P. Plevka, J. Nováček, K. Říha, N. Kostlánová, M. Marcolla, M. Pokorná, H. Jílková, K. Hošková
Guests	M. Haman, A. Dvořáková, K. Ornerová, Š. Fajtlová, D. Huňková, A. Valterová
Excused	E. Jarour, E. Handlířová
Minutes prepared by	E. Handlířová
Approved by	P. Plevka
Comments by	-

Agenda

- 1) Report: Phishing attack by ICS MUNI 2024 / M. Pokorná
- 2) Systemisation report / A. Dvořáková
- 3) PhD and Postdoc Retreat update / K. Ornerová
- 4) Any other business

Minutes

1) Report: Phishing Attack by ICS MUNI 2024 / M. Pokorná

Presenter: M. Pokorná

Reference: See Annex 1

Context: M. Pokorná presented a report on the recent phishing attack coordinated by ICS MUNI.

Task:

- An article on cybersecurity will be published in the newsletter to promote safe online behaviors and to inform about the outcomes of two phishing attacks. This aims to enhance awareness and prevention [DDL: 1. 4. 2024].

2) Systemisation report

Presenter: A. Dvořáková

Reference: See Annex 2 (Available only to management members in MS TEAMS)

Context:

- A. Dvořáková presented the results from the analysis of compliance with the systemisation rules according to Director's Measure 4/2019.
- There is an increasing number of group leaders have shared workload with faculties. Two group leaders have workload lower than 0.5 FTE and two groups exceed the maximum size limit for research groups.

Conclusion: The management acknowledges the systemisation report.

3) PhD and Postdoc Retreat update

Presenter: K. Ornerová

Reference: See Annex 3

Context:

- K. Ornerová updated on the preparations for the PhD and Postdoc Retreat 2024 and discussed the financial requirements for the event as elaborated by the organising committee. This year, the event coordination is managed by CEITEC BUT, rotating with other institutions.

Decision: The leadership agreed that the event should be funded institutionally with a total budget composed of institutional contributions, sponsorship, and registration fees. P. Plevka will contact Phd and PPC representatives to agree on the amount of institutional contribution.

4) Any other business

- a) N. Kostlánová, K. Hošková: It would be great to have a list of our researchers and their ORCID ID or Researcher ID as it is necessary for Horizon projects. The list should contain all columns required by EC portal (name, email, gender, position, etc.) - task for RIS Department. Number of employees of CEITEC MU and other MU units with an ORCID identifier were presented at the MU Open Science Strategy Working Group meeting. According to the presented graph, CEITEC MU showed only a minimal number of employees with ORCID, which does not correspond to the assumptions. N. Kostlánová will request supporting documents from Jiri Marek. (See tasks points 2 and 3)

Overview of decisions and tasks

Item/ Decision	TASK	Management responsibility	Deadline	MM
1	An article on cybersecurity will be published in the newsletter to promote safe online behaviors and to inform about the outcomes of two phishing attacks. This aims to enhance awareness and prevention.	H. Jílková	1. 4. 2024	-
2	Create list of researchers with their ORCID and researcher ID as required by Horizon projects	K. Ornerová	30. 6. 2024	-
3	The list of researchers with ORCID from CEITEC MU will be requested on Jiří Marek.	N. Kostlánová	1. 4. 2024	-

Annexes

https://is.muni.cz/auth/do/ceitec/porady_vedeni/2024/

(Document server, folder "Porady vedení"/"Management Meeting ")