

Pilotní ověření návrhu nové metodiky hodnocení výzkumných organizací

Pilot Test of New Evaluation Methodology of Research Organisations

**Samostatný doplňující dokument 3:
Zápisy z kalibračních schůzek**

***Background document 3:
Minutes of Calibration Meetings***

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Dokument „Minutes of Calibration Meetings“ neprošel jazykovou korekturou.

1 Calibration meeting of panel chairs, Disciplinary area Engineering & Technology

Prague, National Technical Library, May 14, 2015

Approved by Vlastimil Růžička and Jonathan Seville

Participants list

Name	Abbr.	Panel
Prof. Jonathan Seville	JS	2- Engineering and Technology
Prof. François Lapticque	FL	2.4 Chemical Engineering
Prof. Tapio Salmi (replaces Prof. G. de With)	TS	2.5 Materials Engineering
Prof. Wim Rulkens, excused	WR	2.7 Environmental Engineering
Prof. Henryk Jeleń	HJ	2.9 Industrial Biotechnology
prof. Jiří Hanika	JH	Main panel member
Ing. Ivan Souček	IS	Main panel member
Prof. Vlastimil Růžička	VR	Pilot testing project manager
Prof. Vladimír Majer	VM	Pilot testing project expert
Ing. Hana Bartková	HB	Pilot testing project expert
Ing. Tomáš Kopřiva	TK	Pilot testing project expert
Ing. Markéta Tiptová	MT	Secretary of main panel 2
Bc. Karolína Šedivcová	KS	Secretary of panel 2.7
Mgr. Kamila Gabrielová	KG	MEYS

Agenda:

- Introduction: Vlastimil Růžička
- Evaluation methodology, pilot testing: Vlastimil Růžička
- Main and subject panel members: Vlastimil Růžička
- Calibration exercise: Vlastimil Růžička plus panel members
- Preparation of panels meeting, June 29 to July 3, Prague
- Conclusions

1. Calibration exercise

1.1. Research environment

Panel members discussed the description of criteria (as given in the presentation of VR), but hasn't proposed any modification.

Panel members agreed upon the following weighting of sub-criteria:

Sub-criteria	Weight/%			
	ScRO	IBRO	PSRO	NatRes
The quality of the research management (including HR management)	65	80	80	80
The adequacy of the research strategy	35	20	20	20

1.2. Membership of the national and global research community

IS noted that for IBRO type the two sub-criteria are strongly influenced by the "mother company" (if there is some) and its outreach (be in national or international).

Panel members agreed upon the following weighting of sub-criteria:

Sub-criteria	Weight/%			
	ScRO	IBRO	PSRO	NatRes
Level of participation and recognition at the international level	60	50	50	50
Level of participation and recognition at the national level	40	50	50	50

Weights in PSRO category are identical to those in NatRes category

1.3. Research excellence

There was a common conclusion that terms originality, significance and rigour are not field specific, and they have a general meaning.

VM presented a modification by the pilot testing project team of description of ranking of excellent outputs in the template for referees.

1.4. Overall research performance

Panel members agreed upon the following weighting of sub-criteria:

Sub-criteria	Weight/%			
	ScRO	IBRO	PSRO	NatRes
Research output	50	80	90	90
Competitiveness in research	50	20	10	10

Weights in PSRO category are identical to those in NatRes category

1.5. Societal relevance

There was a common conclusion that terms reach and significance are widely applicable, and are not field specific.

1.6. Calibration for different types of RO

VR presented a table from the Second Interim Report (see Fig.16, Weights in the default scenario) and explained its meaning, i.e. its use in decision about funding allocation. Panel members suggested modifying some figures (original figures are crossed out, new figures in red).

Assessment criterion	ScRO	IBRO	PSRO	NatRes
Research environment	15	20 15	20	20
Membership of the national and global research community	10	5	5	5
Scientific research excellence	20	5 10	5	5
Overall research performance	50 45	50	40	40
Societal relevance	5 10	20	30	30

1.7. General discussion

Research Organisations (“ROs”) were free to decide to which subject panel they will register its Research Unit/s (“RU/RUs”). In some cases the panel members may see a more suitable subject panel for evaluation of the RO/RU. For the future evaluation some more guidance may be needed.

It was suggested that at the beginning of the subject panel meeting it would be more appropriate to start the discussion of results of individual remote ranking of all RUs together rather than taking RUs one by one in sequential order. The suggested procedure will facilitate a mutual comparison among RUs.

JS brought up a confidentiality issue. In RAE/REF in the UK ranking of outputs by referees is not disclosed.

VR presented a suggestion of the IPN Metodika team¹ to make the membership in main as well as subject panels public prior to the meeting of panels in Prague at the end of June. Names of referees will not be disclosed. VR also agreed with the proposal of JS to not disclose the ranking of excellent outputs as this might result in some undesirable consequence.

2. Preparation of panels meeting, June 29 to July 3, Prague

- 2.1. Due to time limitations of prof. Jonathan Seville the **meeting will start on Tuesday June 30 by the morning session** of the main and all subject panels’ members. The panel chairs, their deputies and panel members are kindly asked to arrive in Prague on Monday June 29 in the evening. As the number of RUs in each subject panel is three or below it was agreed to finish the meeting on Thursday July 2 in the evening.
- 2.2. The morning session of all panel members will be immediately followed by subject panel meetings. In the meetings subject panel members will discuss their individual draft evaluation reports with the objective to reach a consensual final assessment of each RU. The subject panel meetings should be concluded on Wednesday July 1 in the evening.
- 2.3. On Thursday July 2 all panels will meet together to discuss drafts of subject panel reports.
- 2.4. Site-visits, their appropriateness was discussed. The panel members agreed that they might visit some RUs, depending upon time availability. Some expressed their scepticisms in the value of site-visits, and also of their fairness. Some considered the site-visits important in particular visiting the facilities.
- 2.5. Preparation of consolidated report on the EvU level was discussed. It was agreed that on the last day, Thursday July 2, the panel chairs will meet for a short meeting. They will draft a consolidated EvU report,

¹ IPN Metodika team is the team that runs the EU financed project to develop an “Effective Evaluation and Financing System for Research, Development and Innovation”

then return back to the panels and debate it also within the panel. Finally the consolidated EvU report will be finalised by the main panel chair prof. Jonathan Seville.

- 2.6. It was agreed that preparing a conclusive subject field report as well as disciplinary area report was not possible in the pilot testing.
- 2.7. Panel members agreed to prepare the draft evaluation report for each RU by the end of July. JS will review them. JS will also draft comments to the Evaluation methodology.
- 2.8. Subject panel chairs will receive from the IPN Metodika team the list of names of members, their contact details, and their C.V. These lists will also be sent to prof. Jonathan Seville.
- 2.9. All subject panel members as well as the chair of the disciplinary area main panel (prof. Jonathan Seville) will receive the following information:
 - 2.9.1. User name and password to log on into the on-line system storing all relevant information for RUs to be evaluated by the corresponding panel (self-evaluation report, bibliometric report, integrated report on excellent outputs with referees' scores, template for panel report, etc.)
 - 2.9.2. Guidelines to facilitate evaluation process, namely understanding self-evaluation report and related items.
 - 2.9.3. Self-evaluation reports of relevant RUs as well as bibliometric reports should be available by June 5 the latest.
 - 2.9.4. Integrated report on excellent outputs should be available by June 21 the latest.

3. Administrative remarks

- 3.1. All international panel chairs and members present at the meeting are asked to send invoice for the air ticket plus boarding passes, invoice for hotel accommodation to the respective panel assistant (see the participants list on page 1) for preparing the reimbursement of cost.
- 3.2. Hotel International will be booked by the administration team for the meeting from June 29 till July 3.
- 3.3. Panel members are asked to use public transport on their way to and from the airport when possible.
- 3.4. The administration team will help panel members in filling in the time-sheets. These have to be handed over to the administration team at the beginning of next month, based on the notification. The remuneration of experts work will be taxed according to the Czech legislation. By the first quarter of 2016 panel members will receive income reports containing the amount of deducted taxes in the Czech Republic.

4. List of tasks

Who	Description	Deadline
Panel chairs/members-foreign	Send your travel plans, in particular the air travel plan, to Andrea Weinbergerová (andrea.weinbergerova@msmt.cz) for approval. Please plan to arrive in Prague on Monday June 29 in the late afternoon/evening.	asap
Jitka Pošvová, Andrea Weinbergerová	Send to subject panel chairs list of names of members, their contact details, and their C.V.	May 31
IPN Metodika team	User name and password to log on into the on-line system for all panel members	June 5
Subject panel chairs/members	Prepare individually quality level scores and draft evaluation report for each RU (remote work).	June 29

2 Calibration meeting of panel chairs, Disciplinary area Humanities

Prague, National Technical Library, May 20, 2015

Prepared by: David Pavlorek, Matěj Petráček, Gabriela Strádalová, Ludmila Štěpánová
Modified and approved by: Vlastimil Růžička
Approved by: Michael North

Participants list

Name	Abbr.	Panel
Prof. Michael North	MN	6 Main panel Humanities
prof. Leoš Müller	LM	6.1 History and Archeology
Prof. Frank Hadler	FH	6.1 History and Archeology
Prof. Dr. Jakob De Roover	JR	6.3 Philosophy, Ethics and Religion
Prof. Jiří Pešek	JP	Main panel member
Assoc.Prof. Václav Ledvinka, excused	VL	Main panel member
Prof. Vlastimil Růžička	VR	Pilot testing project manager
Prof. Petr Vorel	PV	Pilot testing project expert
Ing. Tomáš Kopřiva	TK	Pilot testing project expert
Assoc.Prof. Daniel Münich	DM	Methodology project guarantor
Mgr. Jitka Pošvová	JP	MEYS ²
Mgr. Kamila Gabrielová	KG	MEYS
Bc. Ludmila Štěpánová	LS	Main panel assistant
Mgr. David Pavlorek	DP	Assistant of panel History and Archeology
Matěj Petráček	MP	Assistant of panel Languages and Literature
Gabriela Strádalová	GS	Assistant of panel Philosophy, Ethics and Religion

Agenda:

- Introduction: Vlastimil Růžička
- Evaluation methodology, pilot testing: Vlastimil Růžička
- Main and subject panel members: Vlastimil Růžička
- Calibration exercise: Vlastimil Růžička plus panel members

² Ministry of Education, Youth and Sports

- Preparation of panels meeting, July 6 to July 10, Prague
- Conclusions

1. Calibration exercise

1.1. Research environment

Panel members discussed the description of criteria (as given in the presentation of VR), and haven't proposed any modification.

Panel members agreed upon the following weighting of sub-criteria:

Sub-criteria	Weight/%			
	ScRO ³	IBRO	PSRO	NatRes
The quality of the research management (including HR management)	40	n.a.	40	60
The adequacy of the research strategy	60	n.a.	60	40

1.2. Membership of the national and global research community

Panel members agreed upon the following weighting of sub-criteria:

Sub-criteria	Weight/%			
	ScRO	IBRO	PSRO	NatRes
Level of participation and recognition at the international level	70	n.a.		
Level of participation and recognition at the national level	30	n.a.		

For PSRO and NatRes it was suggested to use examples from similar R&D evaluations from other countries. All panel chairs agreed they will not consider sub-criteria as field specific and will use them only in the explanatory part of the evaluation report.

1.3. Research excellence

There was a common conclusion that terms originality, significance and rigour are not field specific.

VR presented a modification by the pilot testing project team of description of excellent outputs ranking in the template for referees.

It was noted that not originality, but innovative approach is important. Adapting something from previous cases. Originality from different point of view – it could be original from the national point of view, but not internationally. Significance can be viewed nationally and internationally.

³ ScRO=Scientific Research Organizations; IBRO=Industry and Business services Research Organizations; PSRO=Public Service Research Organizations; NatRes=Natural Resources. This classification is slightly different from that presented in the First Interim Report, and is currently presented in the document "Research Organizations and the Effects of the EM thresholds"

1.4. Overall research performance

Panel members agreed upon the following weighting of sub-criteria:

Sub-criteria	Weight/%			
	ScRO	IBRO	PSRO	NatRes
Research output	40	n.a.	40	40
Competitiveness in research	60	n.a.	60	60

1.5. Societal relevance

There was a common conclusion that terms reach and significance are widely applicable, and are not field specific.

1.6. General discussion

- 1.6.1. Panel chairs and members agreed to follow the suggestion from the Engineering and Technology main panel calibration meeting held on May 14, 2015 that at the beginning of the subject panel meeting it would be more appropriate to start the discussion of results of individual remote ranking of all RUs together rather than taking RUs one by one in sequential order. The suggested procedure will facilitate a mutual comparison among RUs.
- 1.6.2. VR presented a suggestion of the IPN Metodika team⁴ to make the list of members in main as well as subject panels public prior to the meeting of panels in Prague at the end of June. Names of referees will not be disclosed. VR also presented a proposal to not disclose the ranking of excellent outputs as this might result in some undesirable consequence.
- 1.6.3. Present subject panel chairs were asked by VR whether they would agree to become the second referee of excellent outputs in the case of need. Currently Vladimír Majer, Petr Vorel and Hana Bartková (pilot testing project experts) are organizing the selection and communication with referees. Those panel members eventually agreeing to undertake the job would get a new contract and remuneration for refereeing.
- 1.6.4. Present panel chairs emphasized the need of having a list of names of all researchers in the research unit being evaluated as being particularly important for Humanities. Also, a list of titles and authors of all books published by authors from the research unit in the evaluation period should be available for panel experts. FH asked for supplying international reviews of books submitted for research excellence criterion evaluation.
- 1.6.5. There was a discussion on the role of Ph.D. students in Czech research organizations. VR explained that we are not evaluating individuals but research units and event. Evaluated units. Basically PhD students are included in the current evaluation; there are some parts in the self-evaluation report related to Ph.D. students. FH noted that in Germany once the Ph.D. student completed his/her research, he/she has to publish a book, otherwise will not get the degree.
- 1.6.6. A need of receiving a list of abbreviations was stated.

⁴ IPN Metodika team is the team that runs the EU financed project to develop an "Effective Evaluation and Financing System for Research, Development and Innovation"

2. Preparation of panels meeting, July 6 to July 10, Prague

- 2.1. All meetings will start on Monday July 6. The panel chairs, their deputies and panel members are kindly asked to arrive in Prague on Sunday July 5 in the evening.
- 2.2. VR asked the subject panel chairs to kindly carry out within the panel a calibration exercise, similar to that carried out on May 21 in Prague. They will probably use a teleconference, a Skype conference or similar ways of mutual communication. The presentation of VR in PPT format will be provided. The calibration exercise should be completed within the first half of June, prior to remote assessment of RUs.
- 2.3. The morning session of all panels will be immediately followed by subject panel meetings. In the meetings subject panel members will discuss their individual draft evaluation reports with the objective to reach a consensual final assessment of each RU.
- 2.4. On Wednesday July 8 in the afternoon the main and the subject panel chairs should convene for a discussion of the drafts of subject panel reports in each subject panel.
- 2.5. Site-visits, their appropriateness was discussed. The panel members were keen to visit some RUs, depending upon time availability. The IPN Metodika team will come up with a proposal for site-visits obtaining also prior consent of the visited EvU/RU.
- 2.6. Consolidated report on the EvU level was discussed. It was suggested that on Thursday July 9, the panel chairs will meet for a short meeting. They will debate whether it is feasible to draft a consolidated EvU report. If agreed the consolidated EvU report would be finalised by the main panel chair prof. Michael North.
- 2.7. It was agreed that preparing a conclusive subject field report as well as disciplinary area report was not possible in the pilot testing.
- 2.8. Panel members agreed to prepare the draft evaluation report for each RU by the end of July. MN will review them. MN will also draft comments to the Evaluation methodology.
- 2.9. Subject panel chairs will receive from the IPN Metodika team the list of names of members, their contact details, and their C.V. These lists will also be sent to prof. Michael North.
- 2.10. All subject panel members as well as the chair of the disciplinary area main panel (prof. Michael North) will receive the following information:
 - 2.10.1. User name and password to log on into the on-line system storing all relevant information for RUs to be evaluated by the corresponding panel (self-evaluation report, bibliometric report, integrated report on excellent outputs with referees' scores, template for panel report, etc.)
 - 2.10.2. Guidelines to facilitate evaluation process, namely understanding self-evaluation report and related items.
 - 2.10.3. Self-evaluation reports of relevant RUs as well as bibliometric reports should be available by June 5 the latest.
 - 2.10.4. Integrated report on excellent outputs should be available by June 21 the latest.

3. Administrative remarks

- 3.1. All international experts present at the meeting were asked to send invoice for the air ticket plus boarding passes, invoice for hotel accommodation to the respective panel assistant (see the participants list on page 1) for preparing the reimbursement of cost.
- 3.2. Hotel International will be booked by the administration team for the meeting from July 5 to July 10.
- 3.3. Panel members are asked to use public transport on their way to and from the airport when possible.
- 3.4. The administration team will help panel members in filling in the time-sheets. These have to be handed over to the administration team at the beginning of next month, based on the notification. The remuneration of experts work will be taxed according to the Czech legislation. By the first quarter of 2016 panel members will receive income reports containing the deducted taxes in the Czech Republic.

4. List of tasks

Who	Description	Deadline
Panel chairs/members-foreign	Send your travel plans, in particular the air travel plan, to Andrea Weinbergerová (andrea.weinbergerova@msmt.cz) for approval. Please plan to arrive in Prague on Sunday July 5 in the late afternoon/evening.	asap
Jitka Pošvová, Andrea Weinbergerová	Send to subject panel chairs list of names of members, their contact details, and their C.V.	June 5
IPN Metodika team	User name and password to log on into the on-line system for all panel members	June 5
Subject panel chairs/members	Prepare individually quality level scores and draft evaluation report for each RU (remote work).	July 5
IPN Metodika team	Provide overhead projectors into meeting rooms for subject panels	June 29

3 Calibration meeting of panel chairs, Disciplinary area Natural Sciences

Prague, National Technical Library, May 21, 2015

Prepared by: Ondřej Dvoutělý, Helena Kvačková, Alexandra Riva
Modified and approved by: Vlastimil Růžička
Approved by: Erik Thulstrup

Participants list

Name	Abbr.	Panel
Professor Erik W. Thulstrup	ET	1 Main panel Natural Sciences
Dr. Philippe Hapiot	PH	1.4 Chemical Sciences
Prof. Arnold JM Driessen	AD	1.6 Biological Sciences
Ing. Martin Matějka - excused	MM	Main panel member
Prof. Zdeněk Němeček	ZN	Main panel member
Ing. Václav Rejholec	VRe	Main panel member
Prof. Vlastimil Růžička	VRu	Pilot testing project manager
Prof. Vladimír Majer	VM	Pilot testing project expert
Ing. Hana Bartková	HB	Pilot testing project expert
Mgr. Jitka Pošvová	JP	MEYS ⁵
Mgr. Kamila Gabrielová	KG	MEYS
Bc. Ondřej Dvoutělý	OD	Main panel assistant
RNDr. Helena Kvačková	HK	Chemical panel assistant
Alexandra Riva	AR	Biological panel assistant

Agenda:

- Introduction: Vlastimil Růžička
- Evaluation methodology, pilot testing: Vlastimil Růžička
- Main and subject panel members: Vlastimil Růžička
- Calibration exercise: Vlastimil Růžička plus panel members
- Preparation of panels meeting, June 29 to July 3, Prague
- Conclusions

⁵ Ministry of Education, Youth and Sports

1. Calibration exercise

1.1. Research environment

Panel members discussed the description of criteria (as given in the presentation of VR), and haven't proposed any modification.

Panel members agreed upon the following weighing of sub-criteria:

Sub-criteria	Weight/%			
	ScRO ⁶	IBRO	PSRO	NatRes
The quality of the research management (including HR management)	50	50	50	50
The adequacy of the research strategy	50	50	50	50

1.2. Membership of the national and global research community

Panel members agreed upon the following weighing of sub-criteria:

Sub-criteria	Weight/%			
	ScRO	IBRO	PSRO	NatRes
Level of participation and recognition at the international level	60	40	10	10
Level of participation and recognition at the national level	40	60	90	90

1.3. Research excellence

There was a common conclusion that terms originality, significance and rigour are not field specific.

VRu presented a modification by the pilot testing project team of description of ranking of excellent outputs in the template for referees.

1.4. Overall research performance

Panel members agreed upon the following weighing of sub-criteria:

Sub-criteria	Weight/%			
	ScRO	IBRO	PSRO	NatRes
Research output	60-70	30-40	80-90	80-90
Competitiveness in research	40-30	70-60	20-10	20-10

1.5. Societal relevance

There was a common conclusion that terms reach and significance are widely applicable, and are not field specific.

⁶ ScRO=Scientific Research Organizations; IBRO=Industry and Business services Research Organizations; PSRO=Public Service Research Organizations; NatRes=Natural Resources. This classification is slightly different from that presented in the First Interim Report, and is currently presented in the document "Research Organizations and the Effects of the EM thresholds"

1.6. General discussion

- 1.6.1. Panel chairs and members agreed to follow the suggestion from the Engineering and Technology main panel calibration meeting held on May 14, 2015 that at the beginning of the subject panel meeting it would be more appropriate to start the discussion of results of individual remote ranking of all RUs together rather than taking RUs one by one in sequential order. The suggested procedure will facilitate a mutual comparison among RUs.
- 1.6.2. VRu presented a suggestion of the IPN Metodika team⁷ to make the list of members in main as well as subject panels public prior to the meeting of panels in Prague at the end of June. Names of referees will not be disclosed. VRu also presented a proposal to not disclose the ranking of excellent outputs as this might result in some undesirable consequence.
- 1.6.3. Present subject panel chairs were asked by VRu whether they would agree to become the second referee of excellent outputs in the case of need. Currently VM, Petr Vorel (pilot testing project expert in Humanities) and HB are organizing the selection and communication with referees. Those panel members eventually agreeing to undertake the job would get a new contract and remuneration for refereeing.
- 1.6.4. Potential bias resulting from wrong registrations of RUs into subject panels by EvUs: Panel members mentioned that there are some RUs which are cross-disciplinary as some EvUs are very diverse. It could have been recommended putting them to another panel. However, due to limited time available a recommendation for improving guidelines leading to better understanding of registration into a subject panel will be included in the final feedback to the evaluation methodology principles.

2. Preparation of panels meeting, June 29 to July 3, Prague

- 2.1. All meetings will start on Monday June 29. It will be decided in a joint discussion of panel chairs whether a joint morning session of the main and all subject panels' members will be held, mainly due to severe time limitation of the Chemical Sciences panel having nine research units for evaluation. The panel chairs, their deputies and panel members are kindly asked to arrive in Prague on Sunday June 28 in the evening.
- 2.2. VRu asked both subject panel chairs to kindly carry out within the panel a calibration exercise, similar to that carried out on May 21 in Prague. They will probably use a teleconference, a Skype conference or similar ways of mutual communication. The presentation of VR in PPT format will be provided. The calibration exercise should be completed within the first half of June, prior to the remote assessment of RUs.
- 2.3. The morning session of all panels (if it will be organized) will be immediately followed by subject panel meetings. In the meetings subject panel members will discuss their individual draft evaluation reports with the objective to reach a consensual final assessment of each RU.
- 2.4. The Biological Sciences subject panel meeting should be concluded on Wednesday July 1 in the evening. The Chemical Sciences subject panel meeting will go on until Friday July 3.
- 2.5. On Wednesday July 1 in the afternoon the main and the subject panel chairs should convene for a discussion of the progress and drafts of subject panel reports in the Biological Sciences subject panel, and discussion of the progress in the Chemical Sciences subject panel.
- 2.6. Site-visits, their appropriateness was discussed. The panel members agreed that they might visit some RUs, depending upon time availability. Importance of setting up the agenda of the site-visit, provision of the draft evaluation report to the EvU/RU management prior to the visit was also discussed. The draft evaluation report will not be finished before the site-visit. Two site-visits were deemed better than just one, expert panels may be divided into smaller groups. The IPN Metodika team will come up with a proposal for site-visits obtaining also prior consent of the visited EvU/RU.
- 2.7. Preparation of a consolidated report on the EvU level was discussed. It was suggested that on Wednesday July 1, the panel chairs will meet for a short meeting. They will debate whether it is feasible to draft a

⁷ IPN Metodika team is the team that runs the EU financed project to develop an "Effective Evaluation and Financing System for Research, Development and Innovation"

consolidated EvU report, in particular as some EvUs registered their RUs to subject panels belonging to two disciplinary areas, viz. Natural Sciences and Engineering and Technology. Inclusion of prof. Jonathan Seville, the Engineering and Technology main panel chair, in the discussion will be necessary. If agreed the consolidated EvU report would be finalised by the main panel chair prof. Erik Thulstrup.

- 2.8. It was agreed that preparing a conclusive subject field report as well as disciplinary area report was not possible in the pilot testing.
- 2.9. Panel members agreed to prepare the draft evaluation report for each RU by the end of July. ET will review them. ET will also draft comments to the Evaluation methodology.
- 2.10. Subject panel chairs will receive from the IPN Metodika team the list of names of members, their contact details, and their C.V. These lists will also be sent to prof. Erik Thulstrup.
- 2.11. All subject panel members as well as the chair of the disciplinary area main panel (prof. Erik Thulstrup) will receive the following information:
 - 2.11.1. User name and password to log on into the on-line system storing all relevant information for RUs to be evaluated by the corresponding panel (self-evaluation report, bibliometric report, integrated report on excellent outputs with referees' scores, template for panel report, etc.)
 - 2.11.2. Guidelines to facilitate evaluation process, namely understanding self-evaluation report and related items.
 - 2.11.3. Self-evaluation reports of relevant RUs as well as bibliometric reports should be available by June 5 the latest.
 - 2.11.4. Integrated report on excellent outputs should be available by June 21 the latest.

3. Administrative remarks

- 3.1. Erik Thulstrup, Arnold Driessen, and Philippe Hapiot were asked to send invoice for the air ticket plus boarding passes, invoice for hotel accommodation to the respective panel assistant (see the participants list on page 1) for preparing the reimbursement of cost.
- 3.2. Hotel International will be booked by the administration team for the meeting from June 28 to July 3.
- 3.3. Panel members were asked to use public transport on their way to and from the airport when possible.
- 3.4. The administration team will help panel members in filling in the time-sheets. These have to be handed over to the administration team at the beginning of next month, based on the notification. The remuneration of experts work will be taxed according to the Czech legislation. By the first quarter of 2016 panel members will receive income reports containing the amount of deducted taxes in the Czech Republic.

4. List of tasks

Who	Description	Deadline
Panel chairs/members-foreign	Send your travel plans, in particular the air travel plan, to Andrea Weinbergerová (andrea.weinbergerova@msmt.cz) for approval. Please plan to arrive in Prague on Sunday June 28 in the late afternoon/evening.	asap
Jitka Pošvová, Andrea Weinbergerová	Send to subject panel chairs list of names of members, their contact details, and their C.V.	May 31
IPN Metodika team	User name and password to log on into the on-line system for all panel members	June 5
Subject panel chairs/members	Prepare individually quality level scores and draft evaluation report for each RU (remote work).	June 29
IPN Metodika team	Provide overhead projectors into meeting rooms for subject panels	June 29

Pilotní ověření návrhu nové metodiky hodnocení výzkumných organizací
Samostatný doplňující dokument 3
Zápisy z kalibračních schůzek

Vydává Ministerstvo školství, mládeže a tělovýchovy, Karmelitská 7, Praha 1
Individuální projekt národní pro oblast terciárního vzdělávání, výzkumu a vývoje:
Efektivní systém hodnocení a financování výzkumu, vývoje a inovací (IPN Metodika)
www.metodika.reformy-msmt.cz

Praha 2015