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| STATEMENTS OF WORK |

* every month it is necessary to send a brief statement of work for the SINFON project to Terezie Pilarová (terezie.pilarova@upol.cz)
* send the statement of your work for the previous month on the 15 th day of the following month at the latest "
* the statement of your work may be brief overview, but it must be precise and informative e. g. instead of literary research state literary research (HUS, Jan: Zápisy z Kostnice. 1415)
* the description of your work should be based in your work responsibilities which are part of your project contract you have signed E. g.

**Key worker (1.1.1.1.1.1.2)**

Is the co-ordinator of individual key activities, supervises them and provides expert advice at the preparation of workshops; based on his experience with reviewed periodicals is responsible for editing the special editions of periodicals ; supports the research programes through expert knowledge; communicates with international strategic partners ; publishes articles in specialized periodicals, is responsible for co-organizing conferences and sessions within the project; presents team research results at international conferences; as an expert is responsible for the project agenda, informs the research management, is a key expert in the field of research and provides sharing the expert know-how with other researchers; consults the executive board of the project and prepares maqterials necessary for the board of controllers, participates in regular meetings of the project team" statement of work July 2018 Consultations for the team members of respective DU teams , setting responsibilities for individual teams, assigning tasks for the following month, attending a project meeting on July 18 th literary research (Omáčka, Karel: Čína a její kultura, 2016.; Novák, Petr: Nové objevy v Číně, 2018.); working on a new article Čínská kultura novou perspektivou, consulting the main project researcher on the setting of research programs.