

## **CENTRE FOR THE RESEARCH AND TECHNOLOGY OF AGRO- ENVIRONMENTAL AND BIOLOGICAL SCIENCES**

### **GENERAL REGULATION**

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#### **NATURE AND OBJECTIVES**

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##### **Article 1**

(Nature)

The Centre for Research and Agro-Environmental and Biological Technologies, CITAB, henceforth, is a multidisciplinary and innovative unit dedicated to fundamental and applied research in the field of Agro-Environmental, Technological and Biological Sciences, hosted at the University of Trás-os-Montes and Alto Douro (UTAD).

##### **Article 2**

(Objectives)

1. CITAB's main objective is to promote and develop scientific and technological research in the agroforestry, environmental and biological fields, focusing on the sustainability of the various subsystems and their production chains. CITAB's objectives are also the dissemination of scientific knowledge, especially through international scientific publications, the organisation of international scientific events, exchange and/or cooperation with national and especially international institutions, as well as the training of researchers and senior technicians.

2. For the development of its scientific activity, CITAB's Strategic Program is organised into three Thematic Groups:

**R&D1: Natural Resources, biodiversity and climate challenges.**

**R&D2: Resiliency and valorisation of agrarian value chains.**

**T&I: Technological innovations to support agrarian systems.**

### Article 3

#### (Responsibilities)

CITAB is responsible for:

- a. Preparing and executing research projects, preferably at an international level, integrated into the defined lines of research, fostering innovative and sustained multidisciplinary research;
- b. Cooperating with other research centres and scientific networks, at national and particularly international levels, as well as participating in other scientific structures considered strategic;
- c. Organising conferences, seminars and other scientific events;
- d. Promoting advanced-level training and supporting the continuous training of researchers;
- e. Promoting scientific activities linked to the productive sector and society in general;
- f. Communicating and disseminating research results;
- g. Promoting training and scientific dissemination activities;
- h. Providing services and consultancy to the public and private sectors.

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## INTERNAL ORGANIZATION

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### Article 4

#### (Members)

All researchers who carry out scientific activities that can be integrated into any of the groups referred to in point 2 of Article 2 may be members of CITAB.

1. CITAB is composed of **Integrated Members, PhD Collaborators, Scholarship Members, Associate Collaborators, Emeritus Members and Non-PhD Collaborators.**

2. **Integrated Members** are PhD researchers who cumulatively comply with the following criteria:

- a. To have a scientific production equivalent to at least *4 articles indexed to the SCOPUS database in the four years* immediately before the date of revision of member status. Approved patents will also be counted, with each patent being equivalent to one SCOPUS-indexed article.
- b. Only SCOPUS-indexed articles published after the formal admission date and using CITAB affiliation shall be considered.
- c. All scientific production accounted for must be aligned with the thematic groups referred to in point 2 of Article 2.
- d. Integrated members must have a percentage of assignment to the CITAB team between 50 and 60%, except in cases duly justified to the Board of Directors.

**3. PhD Collaborators** are PhD researchers who cumulatively comply with the following criteria:

- a. Those who do not meet the requirement of point 2, but who hold a scientific production equivalent to at least *2 articles indexed to the SCOPUS database in the four years* immediately before the date of revision of member status. Approved patents will also be counted, with each patent being equivalent to a SCOPUS article.
- b. In the case of admission of PhD Collaborators, affiliation to CITAB in SCOPUS-indexed articles is not compulsory.
- c. All scientific production accounted for must be aligned with the Thematic Groups referred to in point 2 of Article 2.
- d. PhD Collaborators must have a percentage of assignment to the CITAB team of at least 25%, except in cases duly justified to the Board of Directors.

**4. Scholarship Members** do not hold a PhD degree and are contracted under the Scientific Research Grant Holder Statute in force. Their admission to CITAB is carried out under the proposal of the scientific supervisor and validated by the Unit Board, taking into account the alignment of

their research activities with CITAB's Strategic Programme. The period of assignment to CITAB coincides with the period of validity of the respective grant.

**5. Associate Collaborators** are PhD researchers belonging to an **international** institution, admitted after approval by the Scientific Council, albeit not eligible for CITAB funding.

**6. An Emeritus Member** is a former Integrated Member of CITAB who has made a distinguished contribution to the Unit. The attribution of Emeritus status is proposed by the Board of Directors and is subject to approval by the Scientific Council of CITAB. Emeritus Members may participate in General Meetings, though they do not hold membership in the Scientific Council and are not eligible to receive financial support from FCT Pluriannual Funding.

**7. Non-PhD Collaborators** are all non-PhD CITAB members who are not scholarship members.

**8.** Researchers belonging to another **national** Higher Education Institution or R&D Unit who develop scientific activities aligned with the Centre's Strategic Programme, recognised by the Board of Directors and approved by the Scientific Council, may also be admitted as either Integrated Members or Collaborators of CITAB, under agreement protocols signed between CITAB and their institutions. Collaborators of CITAB that are Integrated Members of other R&D Units are not eligible for funding.

**9.** Following the criteria defined in points 2 and 3, the status of the Centre's members will be determined by the Centre's Board of Directors on 15 February of each calendar year.

**10.** All members who wish to join the Centre must submit the CITAB Membership Form to the Board of Directors promptly, duly completed and accompanied by the respective proofs. The adhesion to CITAB of new integrated members, PhD collaborating members and associate collaborators will always be subject to appreciation and approval by the Scientific Council. The CITAB Membership Form from candidates is made available for Scientific Council members with the meeting Agenda.

**11.** The integration of new members into CITAB shall be carried out in strict compliance with these regulations, and whenever deemed appropriate.

## **Article 5**

### **(Organisation)**

- 1.** CITAB is organised into Thematic Groups, designated in point 2 of Article 2.
- 2.** Each Thematic Group develops its activities within the scope of the competencies mentioned in Article 3, applied to its area of expertise.
- 3.** Each Thematic Group is coordinated by two integrated members, designated as Coordinator and Vice-Coordinator, appointed by the Board of Directors.
- 4.** The Coordinators of each Thematic Group are responsible for:
  - a.** Compile the necessary information for the various reports;
  - b.** To promote the research collaboration within its Thematic Group;
  - c.** To enforce, among the members who carry out their research activities in the Thematic Group, the guidelines determined for CITAB;
  - d.** Validate the alignment of the various typologies of scientific productivity referenced as a requirement for integrated and collaborating members of CITAB in the Thematic Groups referred to in point 2 of article 2.

## **Article 6**

### **(Management structure)**

CITAB has the following governing bodies:

- a.** Board of Directors;
- b.** Scientific Council;
- c.** Executive Committee;
- d.** External Advisory Committee;
- e.** Stakeholders Committee.

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**BOARD OF DIRECTORS**

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**Article 7**

(Definition)

The Board of Directors is the executive body of CITAB, ensuring its administration and management.

**Article 8**

(Composition)

The Board of Directors consists of three members, one Director and two Vice-Directors.

**Article 9**

(Election)

1. The Director is elected for a four-year term.
2. The Director-elect shall obtain at least half plus one of the votes cast, and if this does not occur, a second round shall be held between the two candidates with the most votes.
3. The Vice-Directors are appointed by the Scientific Council, on the proposal of the Director, with whose mandate they are in solidary.

**Article 10**

(Responsibilities)

1. The Director:
  - a. Represents the Centre;
  - b. Chairs the Scientific Council;
  - c. Schedules Scientific Council meetings, namely to assess and vote on the Annual Activity Reports and Plans;
  - d. Schedules CITAB General or Thematic Group meetings.

**2.** It is the responsibility of the Board of Directors to:

- a.** Define the general objectives and work plans of CITAB, which must be submitted to the Scientific Council for approval;
- b.** Ensure the permanent and proper functioning of CITAB;
- c.** Ensure the activities delegated by the Director;
- d.** Ensure the drafting of the minutes of the meetings convened by the Director;
- e.** Promote collaboration between CITAB research members and research members from other national and especially foreign institutions;
- f.** Promote the interdisciplinarity and innovation of the research projects to be developed within the scope of CITAB;
- g.** Define and propose criteria for the distribution of financial resources made available to CITAB, which should be based on scientific productivity;
- h.** Coordinate the preparation of the CITAB Activity Plans and Reports;
- i.** Coordinate the preparation of the CITAB budgets and financial reports;
- j.** Coordinate the drafting of CITAB's Financial Regulation;
- k.** Ensure compliance with the Regulations and guidelines issued by the Scientific Council of the Unit, the management bodies of UTAD and other higher entities;
- l.** Ensure the communication of the Centre's activities to the national and foreign media, to attract public interest;
- m.** Ensure the dissemination of the Centre's activities and scientific results to possible sponsors;
- n.** Promote the link between CITAB and other national or, preferably, international scientific units;
- o.** Appoint the Coordinators and Vice-Coordinators of the Thematic Groups, as well as the composition of the Executive Committee;

- p.** Validate the alignment of the various typologies of scientific productivity of the CITAB's Integrated Members and Collaborators, within the framework of the Thematic Groups referred to in point 2 of article 2.

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## SCIENTIFIC COUNCIL

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### Article 11

(Constitution and Operation)

- 1.** The Scientific Council is made up of all the Integrated Members of CITAB.
- 2.** The presence of at least half plus one of its members shall be required for any deliberation. If, on the scheduled date, it is not possible to meet due to a lack *of quorum*, a new meeting will be called for between 24 and 48 hours later, operating as long as at least 1/3 of the members are present.

### Article 12

(Responsibilities)

It is the responsibility of the Scientific Council to:

- a.** Deliberate on the scientific activities inherent to the respective Thematic Groups, upon proposal of the Board of Directors;
- b.** Deliberate on CITAB's Activity Plans, including research projects, organisation of scientific meetings, the establishment of partnerships with other public or private institutions, organisation of courses, or other advanced training activities, communication and dissemination of results, and promotion of capacity-building actions;
- c.** Approve the creation, restructuring, or extinction of lines of research;
- d.** Approve the CITAB Financial Regulation proposed by the Board of Directors;
- e.** Elect the Director of CITAB;
- f.** Dismiss the Director of CITAB, for non-compliance with the provisions of Article 10;



- g.** Approve the Coordinators and Vice-Coordinators of the Thematic Groups and the composition of the Executive Committee on the proposal of the Board of Directors.
- h.** Discuss the functioning of CITAB and its lines of research, financial aspects, communication and dissemination of results and activity plans;
- i.** Ensure the mobility of Researchers;
- j.** Approve the Annual Activity Reports and Plans;
- k.** Discuss and approve any proposals for amendments to this Regulation;
- l.** Provide an opinion on all issues proposed by the Board of Directors;
- m.** Evaluate and approve the admission or exclusion of integrated members and collaborators. These decisions should be based on previously defined criteria of individual scientific productivity or other relevant criteria.
- n.** Meet ordinarily, at least quarterly;
- o.** Meet extraordinarily, whenever the Director or, if he or she is unable to do so, the delegated Vice-Director, or at least one-third of its members, so request.

### **Article 13**

#### **(Rights)**

The following are the rights of the members of the Scientific Council of CITAB:

- a.** Participate in meetings, intervene in discussions and submit for debate what they consider pertinent;
- b.** Take part in voting and give written explanations of the vote necessary for the proper exercise of their powers;
- c.** Have access to the available documentation and information considered relevant to the exercise of their function;
- d.** Ask the Board of Directors to justify the non-attendance at meetings;
- e.** Receive the summonses, within the due deadlines and terms, containing the agenda of the meetings and the documentation related to the scheduled topics;
- f.** Perform the other functions inherent to the condition of membership.

**Article 14****(Duties)**

The duties of the members of the Scientific Council of CITAB are to:

- a.** Comply with and enforce this Regulation, other normative provisions and scientific guidelines;
- b.** Attend and participate, punctually and assiduously, in meetings and other activities of the body to which they are assigned;
- c.** Respect the dignity of UTAD, CITAB and its members;
- d.** Proactively perform all duties as a member of the Scientific Council, its commissions or other duties decreed by the body;
- e.** Justify non-attendance at meetings;
- f.** Update the individual scientific productivity information on the CITAB website. Failure to update this information at the end of each calendar year may result in the loss of the entire individual productivity budget.

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**CITAB MEMBERS**

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**(Non-attendance at meetings)**

- 1.** Absences must be communicated in writing to the Board of Directors, with the respective justification, until the beginning of the meeting to which they relate or, if this is not possible, justified within five working days of the impediment.
- 2.** The recording of absences from meetings convened by official notice shall be the responsibility of the Secretariat.
- 3.** All CITAB members who, without valid justification and in accordance with UTAD regulations, fail to attend at least 75% of the meetings annually convened by official notice shall forfeit the entire funding to be awarded in the following year.

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**EXECUTIVE COMMITTEE**

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**Article 16**

(Constitution)

The Executive Committee consists of a Chairman and six Members, appointed by the Scientific Council on the proposal of the Board of Directors.

**Article 17**

(Responsibilities)

The Executive Board is responsible for:

- a. Preparing CITAB's Activity Plans and Reports;
- b. Developing, in close liaison with the Board of Directors, the CITAB Financial Regulation;
- c. Preparing, under the coordination of the Board of Directors, the financial reports and budgets of CITAB;
- d. Periodically report to the Scientific Council on the financial situation of CITAB, both at a global and individual level;
- e. Validate the alignment of the various typologies of scientific productivity referenced as a requirement for Integrated Members or Collaborators of CITAB in the Thematic Groups referred to in point 2 of article 2.

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**EXTERNAL ADVISORY COMMITTEE**

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**Article 18**

(Definition)

1. The External Committee for Scientific Advice (EAC) is the body that monitors and evaluates the activity of CITAB.

**2.** The EAC will be made up of a maximum of 6 individuals of recognised scientific merit, from outside CITAB and UTAD, and should preferably integrate foreign researchers.

**3.** The EAC will be approved by the Scientific Council of CITAB, upon the proposal of the Board of Directors.

**4.** The EAC meets ordinarily once a year and extraordinarily whenever convened by the Director of CITAB.

**5.** The EAC is responsible for:

- a.** Providing guidelines on the functioning of CITAB, after visits to the Unit;
- b.** Commenting on CITAB's Annual Activity Plans and Reports, as well as on its budget.

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## STAKEHOLDERS COMMITTEE

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### Article 19 (Definition)

**1.** The Stakeholders Committee is made up of a maximum of eight members invited by the Board of Directors and submitted to the approval of the Scientific Council.

**2.** The members of this Committee must come from the business community or the management bodies of public or private institutions, with a *curriculum* of recognised scientific merit in areas covered by CITAB or others considered strategic.

**3.** The rotation of any member is possible according to the renewal of the competencies necessary for the development of CITAB's actions.

**4.** Its mission is to monitor, advise and provide strategic guidance on the management, plans and actions of CITAB.

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**OTHER**

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**Article 20**

(Amendments to these Regulations)

Amendments to these Regulations are made on the proposal of the Director, or the members of the Scientific Council of CITAB, and voted on at a meeting of the Scientific Council, specifically convened for this purpose, with at least 2/3 of its members present. If, on the scheduled date, it is not possible to meet due to a lack of *quorum*, the meeting will be convened between 24 and 48 hours later, operating as long as at least half plus one of the members are present.

**Article 21**

(Any unforeseen cases)

Any decisions on points omitted in these Regulations are the exclusive competence of the Plenary of the Scientific Council of CITAB, with at least 2/3 of its members present.

**Article 22**

(Entering into force)

This General Regulation will enter into force immediately after its approval by the CITAB Scientific Council.

*Approved by the Scientific Council on 16 January 2026*