

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

GENERAL REGULATION

NATURE AND OBJECTIVES

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 organization 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 organized into two Thematic Lines:

LT1 - Sustainability of Agri-food and Forestry Ecosystems in a Changing Environment.

LT2 - Technology & Innovation in Agri-food and Forestry Chains for a More Competitive Bioeconomy.

Article 3

(Responsibilities)

CITAB is responsible for:

- a. Preparation and execution of research projects, preferably at an international level, which are integrated into the defined and related lines of research, fostering innovative and sustained multidisciplinary research;
- b. Cooperation with other Research Centres and Scientific Networks, national and particularly international, as well as participation in other scientific structures considered strategic;
- c. Organization of conferences, seminars and other scientific events;
- d. Promotion of advanced-level training and support for the continuous training of researchers;
- e. Promotion of scientific activities linked to the productive sector and society in general;
- f. Communication of research results;
- g. Promotion of training and scientific dissemination activities;
- h. Provision of services and consultancy to the public and private sectors.

INTERNAL ORGANIZATION

Article 4

(Members)

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

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

2. Integrated Members are PhD researchers who 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 the statute of members. Approved patents will also be counted, with each

patent being equivalent to a SCOPUS article. All scientific production accounted for must be aligned with the Thematic Lines referred to in point 2 of article 2. Integrated members must also have a percentage of assignment to the CITAB team between 50 and 60%, except in cases duly justified to the Board.

3. PhD Collaborators are researchers holding a PhD degree 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 the members' statute. Approved patents will also be counted, with each patent being equivalent to a SCOPUS article. All scientific production accounted for must be aligned with the Thematic Lines referred to in point 2 of article 2.

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. At the end of this period, and if he/she does not meet the conditions for being an Integrated Member or a PhD Collaborator, it is still possible to remain as a **Non-PhD Collaborator**, upon the proposal of the scientific advisor and approval of the CITAB Board.

5. 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. Researchers belonging to an **international** institution may also be admitted after approval by the Scientific Council, but with the status of **Associate Collaborator**, without attribution of funding.

6. 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 31 December of each calendar year and approved at a meeting of the Scientific Council.

7. 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.

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

Article 5

(Organization)

1. CITAB is organized into Thematic Lines, designated in point 2 of Article 2.

2. Each Thematic Line develops its activities within the scope of the competencies mentioned in Article 3, applied to its area of expertise.

3. Each Thematic Line is coordinated by an integrated member, designated as the Coordinator, appointed by the Board of Directors.

4. The Coordinator of each Thematic Line is responsible for:

- a. Compile the necessary information for the various reports;
- b. To promote the research collaboration within its Thematic Line;
- c. To enforce, among the members who carry out their research activities in the Thematic Line, 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 Lines 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.

BOARD OF DIRECTORS

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 solidary.

Article 10

(Responsibilities)

1. The Director:
 - a. Represents the Center;
 - 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 Line 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 of the Thematic Lines;

- 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 Lines referred to in point 2 of article 2.

SCIENTIFIC COUNCIL

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 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 Lines, upon proposal of the Board of Directors;
- b. Deliberate on CITAB's Activity Plans, including research projects, organization of scientific meetings, establishment of partnerships with other public or private institutions, organization 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.** Discuss the functioning of CITAB and its lines of research, financial aspects, communication and dissemination of results and activity plans;
- h.** Ensure the mobility of Researchers;
- i.** Approve the Annual Activity Reports and Plans;
- j.** Discuss and approve any proposals for amendments to this Regulation;
- k.** Provide an opinion on all issues proposed by the Board of Directors;
- l.** 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 others considered relevant;
- m.** Meet ordinarily, at least quarterly;
- n.** 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.

Article 15

(Non-attendance to 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 registration of absences by the members of the Scientific Council of CITAB is the responsibility of the Secretariat.
- 3.** Researchers who, without justification, do not attend the meetings scheduled annually will forfeit the entire membership fee (to be awarded in the following year).

EXECUTIVE COMMITTEE

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 Lines referred to in point 2 of article 2.

EXTERNAL ADVISORY COMMITTEE

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 recognized 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.

STAKEHOLDERS COMMITTEE

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 recognized 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.

OTHER

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 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.

Regulation approved by the Scientific Council on April 27, 2023