



Centre for Territory, Environment and Construction
(<http://ctac.uminho.pt/>)

REGULATION

CHAPTER I

Article 1
(Object)

The Centre for Territory, Environment and Construction (CTAC) is a permanent structure aimed at research and technological development (R&D), as well as postgraduate pedagogical activities and scientific or scientific-technological activities, with clearly defined, limited duration and scheduled objectives, as a means of valuing knowledge.

Article 2
(Nature)

The Centre for Territory, Environment and Construction (CTAC), below referred to as the Centre, is an organic sub-unit type R&D centre of the School of Engineering of the University of Minho, hereinafter referred to as the Host Institution, interdisciplinary in nature, with scientific and administrative autonomy in terms of management, under the terms of the law and the available funds.

Article 3
(Assignments)

- 1** - The Centre aims to promote scientific research in the Host Institution, in the fields of the scientific area of Civil Engineering.
- 2** - In pursuit of such a general objective, it is the responsibility of the Centre to:
 - a) contribute to the development of scientific research and technological development in its specific areas;
 - b) implement research programs and projects;
 - c) prepare advanced training programs, particularly at the 3rd cycle level;
 - d) implement technological development programs and projects in cooperation with the community;
 - e) collaborate with higher education institutions and other entities in carrying out joint research programs and post-graduate education activities;
 - f) spread knowledge through an editorial policy that privileges the publication of monographs, research reports and scientific journals;
 - g) promote academic meetings, conferences and seminars.
- 3** - The scientific, administrative and financial management of the CTAC will be supported by activities organized in projects, whose administration and operationalization will be the responsibility of the Executive Board.

Article 4
(Areas of Competence)

- 1** - For the accomplishment of its activities, the Centre is organized in Areas of Competence, hereinafter referred to as RCA (Research Competence Areas). The RCA are as follows:
 - a) Ecomaterials;
 - b) Sustainable Construction;
 - c) Water Resources and Environment;
 - d) Transport Systems and Infrastructures;
 - e) Territorial Planning and Governance.

2 - The Coordinator of each RCA is an integrated member, proposed by the Director for ratification by the Assembly of the Centre.

3 - The Coordinator of each RCA promotes the activity of its members and participates in supporting the Director of the Centre and the Executive Board, namely through the Scientific Council.

In particular, the Coordinator of each RCA must:

- a) promote and give advice on proposals for multidisciplinary projects;
- b) provide feedback on the progress reports of the research projects in which the respective RCA is involved.

CHAPTER II

Article 5 (Members)

1 - Integrated members – Doctoral members who contribute in an effective and continued way to the Centre's activities, complying with specific eligibility criteria, approved by the restricted Assembly of the Centre, upon proposal by the Director.

2 - Collaborating research members – Doctoral members who contribute in an effective and continued way to the Centre's activities, who are pursuing their activities in order to become integrated members, but who have not yet reached the specific eligibility criteria for integrated membership.

3 - Collaborating members - Non-doctoral members who contribute in an effective and continued way to the Centre's activities and who pursue their PhD or MSc studies, research fellowships, or training programs under the supervision of integrated or collaborating research members of the Centre.

4 - Invited members – Doctoral members who contribute in an effective but sporadic way, to the Centre's activities, eventually including members linked to foreign institutions or with effective links with other R&D institutions and non-doctoral members of recognized competence and/or who contribute in an effective, continued or sporadic way, to the Centre's activities.

5 - Each member of the Centre must be linked to one of the Areas of Competence identified in item 1 of Article 4. However, each member can develop activities within any of the Areas of Competence.

6 - All members of the Centre effectively contribute to the activities of the Centre, in a continued or sporadic activity. The understanding of "continued" activity refers to when the member is part of the research team of an ongoing project or of a project proposal, even if the member has no formal link with UMinho, while not having any effective link with other R&D institutions. The understanding of "sporadic" is when the member collaborates in some activities of the Centre, but is not integrated in any research project team.

Article 6 (Organisation)

1 - The governance organs of the Centre are:

- a) Assembly of the Centre;
- b) Director of the Centre;
- c) Executive Board.

2 - The consulting organs are: the Scientific Council and the Advisory Council.

Article 7 (Assembly of the Centre)

1 - The Assembly of the Centre comprises all the integrated members and collaborating research members, defined in accordance with items 1 and 2 of Article 5, and one elected representative from each of the remaining two types of members defined in accordance with items 3 and 4 of Article 5.

2 - The Assembly of the Centre can hold restricted meetings only with the integrated members (n° 1 of Article 5), known as the "Restricted Assembly of the Centre".

3 - It is the responsibility of the Assembly of the Centre to:

- a) elect the Director of the Centre;
- b) establish the general guidelines of the scientific orientation of the Centre;
- c) approve the Regulation of the Centre upon a proposal from the Executive Board, for further submission to the School Council, for its consideration and approval and subsequent submission to the General Council of the University of Minho;
- d) ratify the constitution of the Executive Board, upon proposal from the Director of the Centre;
- e) ratify the Coordinators of Areas of Competence, upon proposal from the Director of the Centre;
- f) approve the integration and permanence of members in the Centre, upon proposal from the Executive Board;
- g) approve the creation and extinction of Areas of Competence, upon proposal from the Executive Board;
- h) approve the semi-annual progress reports of the research projects, submitted by the Principal Investigators;
- i) approve the annual report of activity and accounts, submitted by the Executive Board;
- j) approve the annual plan of activity and budget, submitted by the Executive Board;
- k) decide on or provide feedback on all issues raised by the Director of the Centre.

4 - It is the responsibility of the Restricted Assembly of the Centre to:

- a) approve the eligibility criteria of the integrated members, upon proposal from the Director of the Centre;
- b) approve the Strategic Projects and the respective Principal Investigators, upon proposal from the Executive Board.

Article 8 (Director of the Centre)

1 - The Director of the Centre is elected in a specific election as defined in Article 18, from among the integrated members of the Centre (n°1, article 5) who are also full-time faculty staff, with an indefinite employment contract with the University of Minho.

2 - In duly substantiated situations, by decision of the President of the School upon a proposal from the Assembly of the Centre, the Director may be elected from among the collaborating research members of the Centre (n° 2 Article 5), provided there is a full-time contract with the Host Institution.

3 - It is the responsibility of the Director of the Centre to:

- a) represent the Centre;
- b) propose the constitution of the Executive Board, for ratification by the Assembly of the Centre;
- c) propose the Coordinators of the Areas of Competence, among the integrated members, for ratification by the Assembly of the Centre;
- d) propose the eligibility criteria of the integrated members, for ratification by the Restricted Assembly of the Centre;

- e) preside in the Assembly of the Centre, the Executive Board and the Scientific Council, and to promote its meetings;
- f) ensure the day-to-day management;
- g) coordinate the execution of the activities of the Centre;
- h) comply with and enforce the Centre's Regulation and the applicable financial management rules;
- i) promote the cooperation between Areas of Competence, namely in the promotion of strategic multidisciplinary research projects;
- j) appoint the members responsible for the Curricular Units of the educational projects in which the Centre is involved, based on a proposal from the Responsible of the Disciplinary Area of the specific department.

4 - The term of office of the Director of the Centre is three years. Re-election is permitted, but the position cannot be held consecutively for more than two terms.

Article 9 (Executive Board)

1 - The Executive Board comprises the Director and two other members chosen by the Director from among the integrated members, ratified by the Assembly of the Centre where its main mission is to ensure the adequate functioning of the Centre.

2 - The term of office of the Executive Board coincides with that of the Director of the Centre, and the resignation of the Director of the Centre implies the immediate cessation of functions of the members of the Executive Board.

3 - Whenever there is an impediment or dismissal of any member of the Executive Board chosen by the Director of the Centre, such position should be filled within a maximum period of thirty days. This replacement shall be made upon the proposal of the Director to be further submitted for ratification by the Assembly of the Centre.

- 4** - It is the responsibility of the Executive Board to:
- a) ensure the administrative and financial record of the Centre;
 - b) manage the human and material resources allocated or available to the Centre;
 - c) propose the integration of members in the Centre, their permanence and eventual exclusion, for ratification by the Assembly of the Centre;
 - d) propose the creation and extinction of Areas of Competence, for approval by the Assembly of the Centre;
 - e) propose the Strategic Projects and the respective Principal Investigators, for ratification by the Restricted Assembly of the Centre;
 - f) approve the participation of members of the Centre in activities of other institutions, including R&D centres of the University of Minho;
 - g) establish the necessary articulation with the governance organs of the Host institution;
 - h) issue evaluation regarding the semi-annual progress reports of the research projects;
 - i) prepare the annual report of activities and accounts of the Centre;
 - j) prepare the annual plan of activity and budget of the Centre;
 - k) prepare the Regulations of the Centre and any of their amendments, for consideration and approval by the Assembly of the Centre.

Article 10 (Scientific Council)

1 - The Scientific Council encompasses the Director of the Centre, as chairperson, the members of the Executive Board, the Coordinators of Areas of Competence and the Principal Investigators (PI) of the Strategic Projects.

2 - The Scientific Council aims to advise the Director and the Assembly of the Centre in the performance of their functions and issue advice when necessary and requested by the Director or by the Assembly of the Centre, in particular with regard to research projects and scientific activities, and also contributing to the strategic orientation of the Centre.

3 - The Scientific Council, on its own initiative, may provide the Director and the Assembly of the Centre with strategic advice and recommendations on the development, implementation and modification of projects and interaction with the community and with international R&D entities.

Article 11 (Advisory Council)

1 - The Centre may have an Advisory Council consisting of the Director of the Centre and other external individuals/experts to the Centre, acting as a counselling body for strategic analysis and discussions, in order to incorporate perspectives from national (institutional and industrial) and international R&D agents.

CHAPTER III

Article 12 (Operation)

1 - The Director will annually reveal the plan of activities and budget for the following year, as well as the annual report of activities and budget execution.

2 - The Management Institution, with whom FCT will celebrate the multi-year contract, will be the Host Institution.

Article 13 (Creation, Maintenance and Operation of the Areas of Competence)

1 - Each Area of Competence consists of a minimum of 4 (four) integrated members.

2 - The maintenance of an Area of Competence depends on a scientific production that leads to the achievement of a minimum grade of Good, to be awarded by the Centre, based on the evaluation criteria of the Foundation for Science and Technology.

3 - The creation or extinction of Areas of Competence must be approved by two-thirds of the members of the Assembly of Centre.

CHAPTER IV

Article 14 (Research Projects)

1 - At the end of each calendar year, within the framework of the Activity Plan for the following year, the Strategic Projects of research of the Centre will be approved by the Assembly of the Centre, which will be predominantly multidisciplinary projects, involving two or more RCAs, as well as external scientific partners. These projects must

be included in the Strategic Program of CTAC, internally approved and submitted to the Foundation for Science and Technology (FCT).

2 - The Strategic Projects will be proposed for consideration by the Executive Board until the end of October of each year. Proposals must follow a model similar to that used in the applications of the projects submitted to the FCT. Proposals should be supported by the involved RCA Coordinators.

3 - The Executive Board will examine the proposals by the end of November, informing its proponents, and will present the proposals for consideration and approval by the Restricted Assembly of the Centre with their evaluation.

4 - Research projects involving only one RCA can also be submitted to the Executive Board on any occasion in which its strategic nature is proven, in particular, resulting from external partnerships at the level of other scientific, industrial and institutional partners. The research projects will follow a model similar to that used in the applications of the projects submitted to the FCT and should always indicate the forms of funding from its date of approval.

5 - The Principal Investigators of the Strategic Research Projects are proposed by the Executive Board for ratification by the Restricted Assembly of the Centre. The Principal Investigators of other research projects are appointed by the Executive Board.

6 - Those responsible for all research projects shall submit two progress reports, one by 30th June and another until 30th November, to be submitted to the Executive Board, accompanied by the feedback evaluation of the Coordinator of the involved RCA. These reports, together with the evaluation of the Director of the Centre, shall be submitted for consideration and approval by the Assembly of the Centre in its two regular meetings.

7 - All requests or proposals submitted to the Centre by any entity interested in entering into a research or technological development contract, must obtain the favourable evaluation from the Director of the Centre. The management of these contracts will be carried out by an investigator appointed by the Executive Board.

CHAPTER V

Article 15 (Funding Sources and Fund Management)

1 - The Centre manages the funds provided by the Host Institution, according to the distribution approved by the Scientific Council of the School of Engineering, as well as the funds from FCT.

2 - Other sources of funding for the Centre include overheads of post-graduate projects, externally funded projects, grants or donations from public or private entities.

3 - The Centre's global fund allocation will be distributed as follows: a) to subsidise the activity of the Executive Board, as support to dissemination actions of the Centre and support of current expenses of the RCA; (b) to support the strategic projects approved by the Centre with a distribution proportional to the number of members of the respective team belonging to the Centre.

Article 16 (Realization of Expenses)

The acquisition of material and equipment, as well as more generally, any expenses, must be carried out in compliance with the applicable legislation.

CHAPTER VI

Article 17 (Meetings)

1 - The Executive Board meets upon appointment by the Director.

2 - The Assembly of the Centre ordinarily meets twice a year, in July and in December and, extraordinarily, upon appointment by the Director on its own initiative, or by request of a third of its members.

3 - The requests for meetings of the Executive Board and the Assembly of the Centre must be sent electronically, with an advance notice of no less than five working days.

4 - The requests shall comply with the following requirements:

- a) an indication of the day, time and location of the meeting and its agenda;
- b) be accompanied by all information necessary for the consideration of the items on the agenda.

5 - The deliberations of the Executive Board and of the Assembly of the Centre are taken by an absolute majority of votes of the members present; in case of a tie, the Director of the Centre has the casting vote.

6 - The deliberations of the Executive Board and the Assembly of the Centre shall only become effective in the first call when a majority of the legal number of its members, with voting rights, is present.

7 - In the event of a failure to achieve the quorum referred to in the previous paragraph in the first call, a new meeting shall be appointed with an interval of at least thirty minutes, in which deliberation is expected, provided that at least one third of its members with voting rights are present in number of not less than three.

8 - The deliberations of the Executive Board and the Assembly of the Centre shall be the responsibility of its members, except for those who dissociate themselves by a declaration of vote.

10 - Minutes of all meetings of the Executive Board and of the Assembly of the Centre shall be produced, containing a summary of all that has taken place, indicating, in particular, the date and location of the meeting, the members present, the matters considered, the deliberations and the form and results of the respective deliberations.

CHAPTER VII

Article 18 (Election of the Director)

1 - The Director of the Centre is elected by all members of the Assembly of the Centre in a secret ballot.

2 - For the election of the Director of the Centre, proposals should be presented, subscribed by the candidate, containing an explicit indication of acceptance and the main programmatic lines of action for the mandate.

3 - In the absence of proposals, the election of the Director of the Centre shall be made by means of a nominal vote, from among the integrated members (nº 1, Article 5) with an employment contract with the Host Institution, except for those that, in accordance with the applicable University regulations, claim unavailability for the position.

**Article 19
(Election Date)**

- 1 - The date of the election shall precede the end of the term of the Director of the Centre by at least thirty days.
- 2 - Up to sixty days before the election, the Executive Board shall announce the date of the elections and appoint an Electoral Commission consisting of three members selected from among the integrated members (n° 1, Article 5) and/or collaborating research members of the Centre (n°2, Article 5).

**Article 20
(Competence of Electoral Commission)**

- 1 - Up to six weeks before Election Day, the Electoral Commission shall post:
 - a) the list of eligible members for the position of Director of the Centre;
 - b) the updated electoral books.
- 2 - Up to five weeks before Election day:
 - a) eligible members may invoke their unavailability for reasons of force majeure;
 - b) requests for correction to the electoral books may be submitted.
- 3 - The Electoral Commission shall post the definitive list of eligible members and the definitive electoral books up to four weeks before Election Day.
- 4 - The candidates' proposals shall be submitted to the Electoral Commission up to three weeks before the elections. Proposals should include:
 - a) indication of the name of the member proposed for Director, accompanied by an explicit declaration of acceptance;
 - b) a document containing the main programmatic lines of action for the mandate.
- 5 - In the absence of candidate proposals, the voting will be nominal, among all eligible members.
- 6 - The Electoral Commission shall comment on the acceptance of the proposals up to two weeks before the elections, at which time the list of the candidates will be posted and the documents containing the main lines of action of the candidates will be made public.

**Article 21
(Electoral campaign)**

The period for clarification, and the electoral campaign of the candidates have a duration of one week and end the day before Election Day.

**Article 22^o
(Electoral Act)**

- 1 - The electoral act will take place at the Host Institution, and the Voting Assembly will be opened between 10:00 am and 12:30 p.m.
- 2 - The Constitution of the Board of the Voting Assembly shall be the Electoral Commission itself.
- 3 - The Electoral Commission shall count the votes, prepare the minutes of the electoral act and post and disseminate the results on the same election day.

**Article 23
(Methods of scrutiny)**

- 1 - The candidate is considered elected in the first round if more than half of the expressed votes are obtained, and considering blank votes as such.
- 2 - If no candidate obtains the majority of votes referred to in the previous item, a second round of voting shall be held, within a period of no more than five days, between the two most voted candidates and as such, the winner will be the candidate with the highest number of votes.
- 3 - In the case of a single candidate, when a single proposal is submitted, if the majority of the votes in the first round is not obtained, the election shall be nominal, in accordance with item n° 4, and the electoral act shall be scheduled by the Electoral Commission, for a date not exceeding five days after the first date.
- 4 - If the vote is nominal, the candidate who obtains more than half of the votes is elected or, in the second round between the two most voted candidates; the candidate who obtains the highest number of votes is therefore elected.

CHAPTER VIII

**Article 24
(Final notes)**

Any amendment proposal to this Regulation must be approved in a meeting of the Assembly of the Centre, explicitly appointed for such purpose, by a two-thirds majority of the members present at the meeting when a majority of the legal number of its members is present and with voting rights.