



CENTRO
DE INVESTIGAÇÃO
INTERDISCIPLINAR
EGAS MONIZ

BYLAWS

CHAPTER 1

General Provisions

Article 1

Mission

1. The mission of CiiEM, Interdisciplinary Research Center Egas Moniz, integrated in the Cooperativa de Ensino Superior Egas Moniz CRL, consists in the development of advanced research in matters related to health and in the implementation of the acquired knowledge in benefit of the populations.
2. The Centre adopts a posture of qualitative and quantitative growth, actively looking for cooperation at national and international level, with other institutions and with social, economic and industrial players.
3. In the context of its mission, CiiEM acts on:
 1. The realization of fundamental and applied scientific research projects in the biomedical field and in other scientific fields applied to the health field, which includes, e.g. sociology, psychology and forensic sciences.
 2. The collaboration in the scientific and technical training of young researchers through advanced courses (Masters and PhDs), promoting or proposing the inclusion in those courses of characteristics or curricular contents which it considers important;
 3. The diffusion of scientific knowledge, encouraging the organization and the participation of its members in national and international meetings and conferences;
 4. The promotion of scientific exchange with institutions and researchers from areas of interest to its members;
 5. The provision of external services in the areas of its competence.

Article 2

Research Thematic Areas and Functional Units

1. CiiEM activity is organized according to comprehensive research lines defined in the Strategic Plan of the Center. Other areas exist that, depending on their future development and growth of its critical mass, may be established as new Research Lines.
2. The CiiEM activity is developed by research groups organized into Laboratories/Centers/Clinics or other units, hereinafter referred to by Functional Units, which can participate in one or more Research Lines.

Article 3

Strategic Plan

1. The Strategic Plan of the Centre is prepared by the Counseling Committee and defines areas where CiiEM has clear scientific skills, with the aim of transferring the created or acquired knowledge for the society and socio-economic applications.
2. This plan will establish guidelines for the qualitative and quantitative growth of R&D activity of the Institution, taking into account the means available and to be created. It will establish targets and strategies to monitor and evaluate the performance of the Centre, with the objective of improving it.
3. The Plan will not exclude Functional Units or ongoing Projects that although not included in the main objectives of the center, are considered of merit or interest to the Institution. These Functional Units/Projects will also be object of monitoring and evaluation and should tend to converge with the Strategic Plan either by re-orientation of its objectives in the short to medium term, either by changing the Strategic Plan, if this is found feasible and desirable considering the evolution of these Functional Units/Projects.

CHAPTER 2

Members

Article 4

Status of members

1. 1- CiiEM members may have the status of:
 1. a) Integrated members;
 2. b) Collaborator members;
 3. c) Invited members;
 4. d) Non research employees.
2. Integrated members have the minimum qualification degree of Ph. D. and must meet minimum requirements of evaluation that will be defined in a dedicated regulation. They may have an employment contract with Egas Moniz or other institutions, provided they are not registered in FCT as integrated members of other Centers. The integrated member position is kept for each civil year, being reviewed based on the result of the evaluation.
3. The collaborator members have as minimum qualification Graduate. If they do not have a Ph. D., their work in CiiEM will be supervised by an integrated member. Collaborator members with term contract within specific research projects will be supervised according to the functional structure of the projects in which they are integrated.
4. The integrated members will pass automatically to the collaborator situation if they do not meet the evaluation requirements and will return to the situation of integrated members as soon as this situation is reversed.
5. Invited members are Ph. D.s or not, performing a specific function of research, management or consulting, by invitation of members or functional organs of CiiEM.
6. Non research employees are proposed to the President, by initiative of the Direction, which will decide about their inclusion, in order to fulfill functions necessary to the operation of the Centre.

Article 5

Admission and exclusion of members

1. The admission and exclusion of CiiEM members is proposed by the integrated members, management and monitoring organs or by the candidate, based on curricular analysis. It is decided by the Direction, after hearing the recommendations of the Coordination Committee, and ratified by the President who has veto powers.

CHAPTER 3

Organization and Management

Article 6

Organs

The CiiEM is a strategic hub of scientific development and advanced training of Egas Moniz – Cooperativa de Ensino Superior CRL and is constituted by:

1. President;
2. Direction
3. Research Department
 1. Scientific Council
 2. Coordination Committee
4. Management, Monitoring and Consulting Department
 1. Counselling Committee
 2. Observatory

Article 7

President

1. The President of CiiEM is appointed by Egas Moniz – Cooperativa de Ensino Superior CRL.
2. The President is in charge of:
 1. Appointing and dismissing the Direction of CiiEM by his initiative or upon writing recommendation of 50% or more of the members of the Scientific Council;
 2. Representing the CiiEM in all acts involving interactions or commitments with entities external to the center, or of particular relevance to its activity;
 3. Participating in the meetings of the Counselling Committee, with right of veto on the resolutions or decisions that considers incompatible with the operation of the Centre, namely in the context of its institutional and financial integration in the Cooperative.
 4. Approving the incorporation and exclusion of members, participation in scientific calls and agreements with entities external to the center proposed by the CiiEM organs.
 5. Chairing the Scientific Council of CiiEM.
3. The President may delegate functions in any member of the Direction.

Article 8

Direction

1. The Direction of CiiEM is appointed by the President and consists of an Executive Director and a Vice-Director, chosen among the Integrated Researchers from CiiEM
2. The Director is in charge of managing and administrating the Centre, in particular:
 1. Preparing and proposing the guidelines and developing the policy of the Center, in view to the implementation of the Strategic Plan;
 2. Preparing the activity report;
 3. Deciding on the organization and scientific structure of CiiEM after hearing the Counseling Committee;
 4. Submitting to the President for approval, grant proposals and research projects to be submitted to external competitions;
 5. Preparing covenants, agreements and research and/or development contracts, sending them for approval and signature to the President;
 6. Boosting the Centre following the guidelines and the development policy approved, and contained in the Strategic Plan;

7. Convoking and conducting the meetings of the Counseling Committee;
 8. Proposing to the Coordination Committee the distribution by the various Functional Units of human and material resources that are allocated to CiiEM and not directly connected to a specific Functional Unit, after hearing the Counseling Committee;
 9. Promoting the periodic evaluation of the members and Functional Units of CiiEM;
 10. Proposing to the President the admission and exclusion of members, after hearing the Coordinating Committee;
 11. Proposing amendments to the CiiEM Statutes, submitting them for consideration and vote of the members of the Scientific Council.
3. The Director of CiiEM may delegate competences in the Vice-Director and, together with him, in other members of the Counseling Committee.
 4. In case of temporary absence or incapacity of the Director of the CiiEM, his functions will be assumed by the Vice-Director of the CiiEM.

Article 9

Research Department

1. The Research Department develops and conducts the research activities and services provided by the Centre.
2. The research will be carried out by the Functional Units, whose physical space and equipment will be tendentially and whenever possible of common use, taking into account their specificities.
3. Each Functional Unit will have a Head that will strive for the maintenance and integrity of the equipment and coordinate its use. This should be regulated to ensure the maximum effectiveness and maintain adequate quality criteria.
4. The activity of the Functional Units will focus on Research Projects and/or of interaction with the community, according to the Strategic Plan and its Research Lines or other actions considered relevant in the context of the CiiEM activity.
5. Each Research Line will have a Coordinator and eventual Sub-coordinators of thematic areas, which will be appointed by the President, after hearing the Counselling Committee.
6. The Coordinators of the Research Lines and the Heads of the Functional Units must submit in November a report of the scientific activity carried out and the subsequent activity forecast, considering the compatibility and the integration in the guidelines established for the Lines/Functional Units.
7. Each year, after submission of the report, an open Symposium will take place, in which the Direction or its delegates will presented publicly, the results and strategies of the center. Integrated members of CiiEM should present a communication focused on their research work. The annual meeting of the Scientific Council will take place during this event.
8. The coordination of the Research Department is ensured by the following bodies:
 1. Scientific Council;
 2. Coordinating Committee.

Article 10

Scientific Council

1. The Scientific Council is composed by all the Ph. D.s integrated in the CiiEM.
2. The Scientific Council shall function in plenary, that will meet once a year during the CiiEM Symposium, or by secret vote of its members for approval of issues that the Direction considers that require a broad consensus.
3. The Scientific Council may meet in an extraordinary plenary at any time, by initiative of the President, Direction or of Coordinating Committee of the Scientific Council, to address issues considered urgent.
4. The Scientific Council may propose to the President the replacement of the CiiEM Direction in a letter signed by at least 50% of its members.
5. The Scientific Council will be aware of the Annual Activity Report as well as of the Strategic Plan. These documents will be submitted to discussion, aiming to their improvement.

Article 11

Coordinating Committee

1. The Coordinating Committee is constituted by:
 1. Members of the Direction;
 2. Heads of the Functional Units;
 3. Coordinators of the Research Lines.
2. The Coordinating Committee has a President and a Secretary, elected among its members, who cannot be simultaneously members of the Direction.
3. The Coordinating Committee will meet frequently and periodically, whenever called by the Direction or by its President.
4. The Coordinating Committee shall assist the Direction in the scientific management of the Centre, namely:
 1. In the evaluation of grant and research projects proposals to financing when framed in CiiEM;
 2. Promoting to the society the scientific and technological culture in the intervention area of CiiEM;
 3. Proposing and issuing an evaluation on the admission and exclusion of CiiEM members;
 4. Evaluating the merit of the various applications for incentives (competitions, prizes, etc.) launched by the Direction or by the Cooperative, using when appropriate consulting services;
 5. Proposing the establishment of covenants, agreements and contracts for provision of services of research and development;
 6. Collaborating in the preparation of CiiEM activity reports;
 7. Emitting opinions requested by the Director of CiiEM;
 8. Organizing the annual symposium of the Center.
 9. The meetings/evaluations of the Coordinating Committee may be made/developed/produced, using remote communication means, such as videoconferences and exchange of e-mails.

Article 12

Department of Management, Monitoring and Consulting

1. The Department of Management, Monitoring and Consulting guides the CiiEM activity, being responsible for its organization, definition of guidelines, monitorization of the Center's activity and classification of its Functional Units.
2. The Department consists of the following organs:
 1. Counseling Committee;
 2. Observatory.

Article 13

Counseling Committee

1. The Counseling Committee is an advisory body of the Direction, which may delegate competences in its members if necessary.
2. The members of the Counseling Committee have free access to all the information about the operation of the Center, collected by the Observatory, which should be considered confidential until public disclosure in the CiiEM Symposium.
3. This Committee will be chaired by the Executive Director of CiiEM or his delegate and includes :
 1. The President of CiiEM;
 2. The two members of the Direction;
 3. The Coordinators of the Research Lines.
 4. External members chosen from internationally renowned scientists, with experience in the management of research activities compatible with, and necessary for the CiiEM activity.

4. The Counseling Committee is in charge of:
 1. Advising the Direction on all matters that the Direction decides to ask for opinion;
 2. Preparing the Strategic Plan of CiiEM;
 3. Following the evolution of the scientific work of the Center, particularly in what concerns the activity of the Research Lines and the productivity indicators.
 4. Evaluating the performance of the Centre and its Functional Units, identifying weaknesses and suggesting measures for their correction.
5. The Counseling Committee meets mandatorily twice a year, in date, local and time set by the Direction, with optional participation of the most suitable external members to advise on the matters to be addressed. In these meetings the reports prepared by the Heads of the Functional Units and Coordinators of the Research Thematic Area it will be appreciated, as well as the summary of the activity of the center prepared by the Observatory. Annually, a public evaluation will be issued, containing evaluations, warnings and recommendations regarding the progress achievements and the compliance with the needs of growth of the Centre. The evaluation process may involve consulting services and may, if necessary, determine the revision of the Functional Units and Research lines of the Center.
6. The Counselling Committee meets whenever the Direction considers it necessary, with the members available, for discussion of decisions to be taken by the Direction, being convened with a defined agenda.
7. The meetings/evaluations of the Counselling Committee may be made/developed/produced, using remote communication means, such as videoconferences and exchange of e-mails.

Article 14

Observatory

1. The Observatory consists of a secretariat assigned to the Direction which has functions of administrative support and has the additional objective of collecting and validating the productivity of Center, calculating the resulting classifications according to the defined rules and promoting internal and external dissemination of the Centre's activities.
2. All the scientific and dissemination activities of the center (publications, conferences, projects, patents etc.), made or planned, will be compiled in real time by the Observatory. This information will allow the continuous evaluation of the CiiEM activity. The communication of these elements in a timely manner is of the responsibility of the Heads of the Functional Units, which shall promote its updating in real time.
3. It is the Observatory's responsibility to keep the web page of CiiEM updated, gathering for that purpose the information from the Centre's members.

CHAPTER 4

Evaluation

Article 15

General rules of evaluation

1. The individual evaluation will take into account the productivity, considering factors such as the number and impact factor of publications and respective citations, submitted and approved projects, participation in management bodies and particularly relevant initiatives, according to the formula drafted at the beginning of each year by the Direction, after hearing the Coordination Committee and the Counselling Committee.
2. The regular evaluation focuses on the integrated and collaborator members of CiiEM as well as on the performance of the Functional Units and Research Lines, according to the rules set annually.
3. The final assessment of the year will have automatic impact on the condition of integrated member or collaborator.
4. The President of CiiEM may attribute premiums for those activities or initiatives most relevant or with higher impact for the development of CiiEM.
5. The funds allocated to the development and regular functioning of the scientific activity of CiiEM will be distributed by the integrated members of the Center considering the final evaluation results.
6. The evaluation of the Research lines and Functional Units will ordinarily depend on the individual productivity of its members, but may eventually depend on additional criteria.
7. The evaluation will take place at the end of the year, combined with the Center's Symposium. The final changes to the status of the members and operational improvements of the organs and evaluation criteria deemed more suitable to promote growth and quality of the Center will be released in January.

CHAPTER 5

Amendments to the Bylaws

Article 16

1. Amendments to the statutes are proposed by the Board of Directors and approved by the vote of the members of the Scientific Council of CiiEM.