

SITI Constitution

Date: 20.12.2010

Issued by

SITI/Universidade Lusófona

Copyright © Univ Lusófona 2011 All Rights Reserved.

e

FIRST CHAPTER

(Nature)

1 . Object

1. The R&D Unit in Systems and Informatics technologies hereby named as "SITI", has headquarters in Lisbon in the School of Communication, Arts and Information Technologies, hereby named "ECATI", Universidade Lusófona de Humanidades e Tecnologias, hereby named "ULHT", located in Av. do Campo Grande, 376, freguesia do Campo Grande.
2. As R&D unit focused on a specific knowledge área it is operationally subordinated to the Instituto Lusófono de Investigação e Desenvolvimento, hereby named "ILIND", and financially and administratively managed by COFAC- Cooperativa de Animação e Formação Cultural, Crl., the managing institution.
3. SITI has as main purpose to develop and to divulge scientific research within the domain of informatics sciences, in particular in Informatics Systems and Technologies and in strong cooperation with ECATI, ULHT.

2. Goals

SITI has the following goals:

- a) to develop, to promote, to stimulate and to manage as well as disseminate research within the domain of Informatics Sciences, Informatics Systems and Technologies;
- b) To develop R&D projects in order to actively contribute to the development of scicen in its field of knowledge, be it from a theoretical or from an experimental perspective;
- c) To provide services to public or private, national or international entities within the context of its technological and scientific research;
- d) To contribute to the development of critical mass in its field of knowledge through and also in association with advanced training courses in out-of-the-box topics, individually or in association with other entities;

- e) To contribute to the development of critical mass in ECATI through a continuous experience exchange of know-how and of scientific initiatives, be it in the teaching sphere and/or the research sphere and having as basis benefit reciprocity;
- f) To develop excellence networks at a national and international level through scientific partnerships;
- g) To attract and to fix researchers, as well as to support 2nd and 3rd cycles activities in ECATI, within a context of immersive scientific productivity;
- h) To ensure a regular interchange of know-how and resources with partner institutions and R&D centers, national and foreign, by motivating joint project participation based on mutual interests;
- i) To organize scientific events such as conferences, seminars, and other public activities from a disciplinary or multidisciplinary perspective, as long as it contributes to SITI's scientific robustness and also to deepen knowledge in new R&D tendencies within its field of knowledge.

3. Functions

SITI has the following functions:

- a) To serve as R&D unit, to disseminate and transfer know-how in order to reach active participation in the development of the knowledge field of Informatics Sciences and in straight cooperation with similar activities within the context of ECATI;
- b) To promote internationalization of the Portuguese R&D research within its scientific field through mechanisms such as already existing networks, Exchange and mobility of researchers, or by pursuing new methodologies of active participation;
- c) To serve as host institution for young researchers stimulating their work in the context of projects and of innovative and multidisciplinary R&D teams, as well as stimulating the use of new technologies.;
- d) To promote science within the scientific community and also within the general public through the dissemination of scientific and technological results as well as through the organization of events such as congresses, seminars, exhibitions, and training courses;
- e) To promote know-how exchange and cooperation through the establishment of scientific partnerships with other similar institutions, national and international, be it academic, industry, or other type of entities whose action purpose relates with the goals formulated in clause 2.



CHAPTER TWO

(Composition)

4. Associate Categories

1. SITI associates profit from the juridical regulation established by Estatuto da Carreira de Investigação Decreto-Lei 124/99, and are organized into two categories accordingly with the nomenclature of R&D units provided by Fundação para a Ciência e Tecnologia (FCT), namely, **members** and **colaborators**.
2. SITI members are the ones that integrate this unit uniquely and exclusively, according to the data base categories of FCT/MCTES, thus corresponding to elements that gather the conditions defined by FCT to register as members of na R&D unit.
3. SITI colaboradores integrate this unit non-exclusively, being members of another R&D institution of recognized idoneity, being the total percentage of time allocation dedicated to the different institutions equal to or less than 100%.
4. SITI visiting scholars are the ones that integrate SITI with a temporary nature, normally associated to activities such as masters, short-stays, and whose purpose of work is from a scientific nature.

5. Members

1. A researcher can become a member through written proposal subscribed by one of SITI's members with a PhD, proposal which has to be ratified by the Management Council, and which implies a minimum time dedication of 25%.
2. SITI members profit from SITI's available human, technical, and financial resources, and compromises to observe the constitution articles and to fulfill SITI's strategy and vision.
3. The member status ceases with a written request by the member or through exoneration on demand of the Management Council, provided that this organ considers that SITI constitution articles and principles are not observed, or in case one of the following conditions is met:



- a) Not contributing to the minimum goals defined in these constitution articles and in SITI's internal regulation;
- b) Continuous absence from SITI's relevant and proposed activities considered relevant to reach SITI's goals, or marked by the violation of principles that are inherent to the constitution of SITI;
- c) Not filling the obligations in regards to mandatory formalities towards FCT and towards ULHT;
- d) Assuming behaviors that are contrary to the good practices in research and to the unit spirit, or assuming behavior that leads into lac of participation in its activities and operation.

4. ULHT elements with a doctoral degree can apply as members as long as they fill one of the following conditions:

- a) The exercise of teaching or research in partial or full regimen within ULHT and in the context of Informatics Sciences;
- b) Holding a postdoc scholarship 100% provided by SITI, or a mix link to SITI as long as it has been previously agreed;
- c) Holding a contractual agreement within SITI for at least one year.

5. Elements without a doctoral degree can become SITI members as long as one of the following conditions is observed:

- a) Scholar from FCT or from any other national or international entity of recognized merit, whose host institution is SITI;
- b) Scholars integrated in R&D projects holding na agreement with SITI with full exclusivity;
- c) PhD students whose research towards a doctoral degree is being developed in SITI for at least one year, and that has as advisor or co-advisor a SITI member with a PhD degree;
- d) Master students whose research is being developed in SITI for at least one year and that has as advisor or co-advisor a SITI member with a PhD degree;

6. Colaborators

1. A researcher can become a colaborator through written proposal subscribed by one of SITI's members with a PhD, proposal which has to be ratified by the Management Council, and which implies a minimum time dedication of 25%.
2. Os Colaboradores da SITI podem beneficiar de apoio da SITI desde que previsto no plano de actividades do grupo de investigação onde se inserem e desde que devidamente orçamentado.



3. The member status ceases with a written request by the member or through exoneration on demand of the Management Council, provided that this organ considers that SITI constitution articles and principles are not observed, or in case one of the following conditions is met:

- a) Not contributing to the minimum goals defined in these constitution articles and in SITI's internal regulation;
- b) Continuous absence from SITI's relevant and proposed activities considered relevant to reach SITI's goals, or marked by the violation of principles that are inherent to the constitution of SITI;
- c) Not filling the obligations in regards to mandatory formalities towards FCT and towards ULHT;
- d) Assuming behaviors that are contrary to the good practices in research and to the unit spirit, or assuming behavior that leads into lac of participation in its activities and operation.

7. Researcher Categories

1. The senior Researcher category is provided to members of SITI with a doctoral degree for at least three years, or a member without a doctoral degree but developing work as a researcher for at least 10 years.
2. The Researcher category is provide to elements of SITI that do not hold a doctoral degree and hold a master degree.
3. The junior researcher category is provided to elements of SITI that do not hold a Masters degree.

CHAPTER THREE

(Organic Structure)

8. Bodies

1. SITI's organic structure is composed of the following bodies:
 - a) Management Council (Comissão Directiva);
 - b) Scientific Direction (Direcção Científica)
 - b) Scientific Council (Conselho Científico);

c) External Advisory Board (Comissão Externa de Aconselhamento Científico).

2. SITI's organic structure has been delineated accordingly with clauses 4, 5 and 6 of Regulamento Financiamento do Programa de Financiamento Plurianual das Unidades de I&D (2007), including the existence of a Scientific Coordinator.

9. Management Council

1. The Management Council is composed by the General Manager and by the Scientific Direction.
2. The Management Council is responsible for the approval of R&D projects, as well as by the definition and steering of the scientific and financial policies, as well as by the promotion of editorial and of dissemination policies in regards to SITI's R&D activity.
3. The members of this structure have a three year mandate after which the election of new members shall be done within the context of the Scientific Council.
4. The Management Council meets ordinarily once per month, and extraordinarily whenever requested by the General Manager.
5. The General Manager has the following responsibilities:
 - a) To coordinate, legally and administratively all tasks and responsibilities related with contractual obligations;
 - b) To define administrative procedures and implementation policies, as well as guidelines for quality impact observation and implementation in regards to SITI results;
 - c) To ensure an adequate interconnection between SITI towards ECATI and ULHT;
 - d) To call for Scientific Council and Management Council meetings.

10. Scientific Direction

1. The Scientific Direction is composed of one Scientific Director for Innovation and one Scientific Direction for Technology.
2. The Scientific Director for Technology has the responsibility of Unit Scientific Coordinator within the framework of the relationships to establish with FCT.
3. The replacement of any active Scientific Direction element is performed based on coopting by the other members of the Scientific Direction, being subject to ratification on the subsequent Scientific Council meeting.



4. The members of this structure have a three year mandate after which the election of new members shall be done within the context of the Scientific Council.

5. Upon the situation of collective resignation by the Scientific Direction, the General Manager shall extraordinarily and within the next 30 days establish a Scientific Council meeting.

6. The Scientific Direction is responsible for SITI's management in regards to its daily organization and management as well as in regards to the guidance and supervision of technological and scientific activities of SITI:

- a) To conceive SITI's research strategy;
- b) To ensure an adequate and long-run scientific;
- c) To ensure that the adequate quality levels are met;
- d) To assist in the development and prosecution of R&D projects and activities;
- e) To establish a functional interface between the different R&D groups and coordinators.

7. The Scientific Director for Innovation is responsible for:

- a) Managing the innovation cycle processing;
- b) Ensure that the concepts to be developed are well aligned with SITI's strategy for scientific productivity, and that such concepts can reach an adequate stage of becoming concrete;
- c) To ensure a global scientific and social dissemination of SITI's results;
- d) To develop scientific actions that are relevant to reinforce SITI's positioning according to SITI's strategy.

8. The Scientific Director for Technology is responsible for:

- a) To manage the relation towards FCT and other financing and/or scientific entities;
- b) To ensure the adequate performance and relationship in regards to the development of documentation necessary to fulfill SITI's obligations and responsibilities in accordance with number 4 of clause 2 of the Regulamento do Programa de Financiamento Plurianual de Unidades de I&D;
- c) To deliberate on the possibility to host scholars;
- d) To propose to the Management council ways to organize research;
- e) To manage SITI's vision and SITI's leadership within the context of technological and scientific development;
- f) To develop methodologies to assist trend-scouting;
- g) To develop actions related to the transfer of know-how and of technology.



11. Scientific Council

1. The Scientific Council is constituted by all SITI members holding a doctoral degree and its Steering Committee is composed by one Chairman and the members of the Management Council.
2. The Scientific Council has the responsibility to approve the yearly research and activity plans as well as to yearly approve the unit's financial plans.
3. The Scientific Council gathers ordinarily once per year in order to:
 - a) Appreciate and ratify the yearly activity report and respective budget in regards to the current year;
 - b) To appreciate and to ratify the activity plan and budget for the next year(s);
 - c) To provide minutes where shall stand the names of participants as well as the actions taken, and onto which the vote declarations shall be provided in annex, signed by the respective authors. The minutes shall be submitted to approval of the scientific Council during the next section, numbered and archived, after signature of the Management Council.
4. In the beginning and ending of each three-year period it is also up to the Scientific Council:
 - a) To approve balances, accounting, as well as the management report and the status letter provided by the Management Council in regards to the active three-year period;
 - b) To elect its Steering Committee;
 - c) To deliberate on the matters proposed by the Management Council.
5. The Scientific Council gathers extraordinarily whenever requested by its Chairman or by the Management Council, or by request of at least a fifth share of its members.
6. The Scientific Council is assembled by postal or electronic notification sent to each of its members with a minimum notification period of 15 days, and providing day, hour, meeting place, as well as agenda.
7. The Scientific Council cannot deliberate, upon a first notification, without the presence of at least half of its members.
8. The decisions are made by majority voting of the associates present with the exception of number 9 of this clause.
9. Deliberations concerning constitution articles changes and dismantling of SITI social organs require unanimous voting.
10. The mandate duration is of three years, after which the elections for the new associates shall take place within the context of the Scientific Council, during the next General Assembly meeting.
11. It is up to the Scientific Council Chairman:
 - a) To chair the Steering Committee of this body;

C

- b) To represent SITI in ECATI's Scientific Council;
- c) To ensure interconnection towards strategic entities or activities such as ULHT's Dean, and towards other assemblies considered to be strategic within the context of SITI and of ECATI.

12. External Scientific Advisory Board

1. The Scientific Advisory Board is composed of experts of recognized merit, national and foreigner, within the field of Informatics Sciences.
2. The members of this body have a three year mandate after which the election of new members shall be done within the context of the Scientific Council.
3. The Scientific Advisory Board has the following responsibilities:
 - a) To assist in adequately guiding SITI's research;
 - b) To analyse the yearly activity planning as well as SITI's operation and contribution;
 - c) To provide a statement concerning the yearly activity report and concerning the yearly budget.

CHAPTER 4

(Resources and Extinction)

13. Resources

1. SITI holds infrastructure and equipment that are specifically provided by COFAC to reach the proposed goals.



2. The Management Council, within the context of SITI resources, shall raise financial support that, together with additional financial income sources obtained through SITI results or provided by COFAC, will be considered adequate to the prosecution of the ends that have been assigned.

14. Extinction

1. COFAC Management may determine, at any instant in time, SITI's extinction, provided that assumed obligations within the Framework of the constitution are met.

CHAPTER FIVE

(OTHERS)

15. Publications

1. Publications realized within the context of SITI must adequately identify SITI as hosting institution.
2. A digital copy of all publications delivered and having SITI as hosting institution must be provided to the Management Council.

16. Changes

Any changes to the current constitution must be unanimously approved during a General Assembly meeting of the Scientific Council, specifically arranged with such purpose.

17. Others

Any other affair which is not explicitly addressed by this constitution SITI will be guided by the Portuguese Lei Geral and by legislation from Ministério da Ciência, Tecnologia e do Ensino Superior, specific and directly related to R&D units.





18. Start

The current constitution becomes active since the date of its signature.

Approved by General Assembly of the Scientific Council,

Lisboa, 01 de Setembro de 2010.

Manoel José Carneiro de Almeida Dias

C