

Regulation No. 401/2019

Preamble

This regulation replaces the previous regulation in its entirety, as it is outdated in view of the size of the unit and the current and future needs of the CQM.

Article 1

Nature

1. The Madeira Chemistry Center, hereinafter referred to as CQM, is a research and technological development unit, headquartered at the University of Madeira (UMa), under the terms of the Regulation on Training, Research and Service Provision projects of the University of Madeira (Regulation No. 614/2016), published in *Diário da República*¹, 2ª Série, N.º 122, of June 28th, 2016; CQM is endowed with scientific autonomy and is funded and periodically evaluated by the Portuguese Foundation for Science and Technology (FCT).

2. The action and organization of CQM falls within the legal framework applicable to Portuguese institutions dedicated to scientific research and technological development, as established in the Legal Regime of Scientific Research Institutions, published in: *Diário da República*, 1ª Série-A, N.º 92, of April 20th, 1999; Decreto-Lei N.º 125/99; and also in the legal regime of the Regional System for the Development of Research, Technology, and Innovation (SRDITI), published in the *Jornal Oficial da Região Autónoma da Madeira*², of May 14th, 2013, Decreto Legislativo Regional N.º 16/2013/M.

¹ Republic Diary

² Official Journal of the Autonomous Region of Madeira

Article 2

Mission

CQM is a central element in the promotion and development of technological research and development (R&D) activities, as well as the promotion of scientific and technological (S&T) culture in the scientific areas of Chemistry and Biochemistry, as well as in the areas of interface with the other sciences, in a perspective of internationalization of knowledge, cooperation and contribution to economic progress and social development.

Article 3

Vision and principles

1. Within its fields of intervention, CQM aims to be an internationally recognized research center of excellence, actively contributing to the well-being of society and to the scientific, technological, and economic development of the region in which it operates, in Portugal and Europe.

2. CQM bases its conduct on the most demanding principles of good scientific best practice and as well as international open science best practices, promoting the values of freedom in research, scientific integrity, transparency and justice, training, and human capital appreciation, always with professionalism and in respect for the legal framework and the values of human dignity, public safety, and health.

Article 4

Scientific areas and fields of intervention

1. CQM carries out activities of fundamental and applied research, and experimental

³ Regional Legislative Decree

development, in the areas of Chemistry and Biochemistry, and in the areas of interface with other sciences, in an interdisciplinary perspective.

2. Without prejudice to other areas or domains of knowledge, to the natural evolution and change of the problems considered fundamental for the Autonomous Region of Madeira and for the country, and the global societal challenges, the current scientific research activities carried out by CQM fall within the scope the following areas of strategic intervention:

- a) Health and Well-being;
- b) Food Safety and Quality;
- c) Marine Resources and Technologies.

Article 5

Objectives

1. The general objectives of CQM are:

a) Develop and promote scientific research, technological development, innovation, and technology transfer in its fields of intervention, managing the material and human resources made available to it under a rational, organized, monitored, and evaluated approach;

b) Promote team research work and interdisciplinarity by carrying out integrated research projects involving researchers from different CQM subgroups;

c) Support the advanced training of qualified human resources in their scientific areas and fields of intervention;

d) Provide its members and collaborators with opportunities for scientific training and establishment of partnerships with the outside world;

e) Promote forms of interinstitutional cooperation, particularly through the establishment of scientific and technological

exchange protocols with national or foreign universities, institutions, and companies;

f) Contribute to the scientific training of students and faculty at the University of Madeira, as well as society in general, through seminars, conferences, and postgraduate and refresher courses;

g) Promote scientific culture among the general population and, particularly, the younger age groups;

h) Provide services to the community, within its areas of competence, without prejudice to the activities mentioned in the preceding paragraphs.

2. To pursue its objectives, CQM may associate with other entities, public or private, namely those that make up the Portuguese National Scientific and Technological System.

Article 6

Composition

1. CQM comprises integrated members (PhD or non-PhD), collaborating members, and honorary members.

2. The membership on CQM is extinguished by will of the member, manifested through written communication to the Scientific Coordinator of CQM and unless otherwise stated, with the termination of the contract or relationship with a Portuguese Institution; when the interested party wishes to remain a member of CQM, its statute may be automatically changed to a collaborating member.

Article 7

Integrated members (PhD or non-PhD)

1. Integrated members with a PhD or non-PhD rank must comply with the eligibility criteria required by FCT for the accreditation, registration, and evaluation of Portuguese R&D institutions (UI&D).

2. Every year, the CQM Coordinator communicates to FCT the list of integrated

members as of December 31st of the previous year.

3. Whenever requested, the integrated members of CQM shall provide the management of CQM, all the information needed for the preparation of the CQM annual activities report and for the evaluation exercises conducted by FCT, namely the individual activity reports (semiannual and annual).

Article 8

Collaborating Members

1. The CQM collaborating members are:

a. Individuals with a PhD or non-PhD rank who do not have a valid contract or link with a Portuguese institution;

b. Persons who do not devote a minimum of 20% of their working time to research activities;

c. Persons who participate in CQM activities but are not part of the annual communication to FCT on December 31st.

2. Non-research employees, directly related to project management, laboratory management, equipment maintenance, IT support, etc., are also collaborating members of the CQM.

3. In the pursuit of their activities, non-research collaborating members are hierarchically subject to CQM's governing bodies and are not allocated to groups or laboratories.

Article 9

Honorary members

Honorary members of CQM may be former integrated members of the unit, former employees, or other national or foreign individuals, companies, foundations, among others, to whom the Coordinating Committee of the Scientific Council decides to attribute such title, for services rendered to CQM.

Article 10

Admissibility

1. The admission of new PhD members is approved by the Coordinating Committee of the CQM Scientific Council by a 2/3 majority, under the proposal from any integrated PhD member to the Scientific Coordinator of CQM.

2. PhD and non-PhD researchers hired under any research, doctoral, post-doctoral, or service provision projects, or who have prior support from a 2/3 majority of the Coordinating Committee of the CQM Scientific Council are automatically admitted as integrated members of CQM.

3. The Master degree students whose projects have been communicated to CQM and who, cumulatively, develop these projects under the supervision or co-supervision of integrated CQM PhD members are automatically admitted as non-PhD integrated members.

4. The admission of collaborating members does not require approval by the Coordinating Committee of the CQM Scientific Council.

5. The admission of new members of CQM, notwithstanding the provisions of paragraph 1 of this article, is formalized by filling an online registration form for a new member in the CQM information system.

6. The proposals for the admission of new members must be based on the candidates' profiles and the added value for the mission of CQM and must be accompanied by the candidates' *curriculum vitae* and a proposal for a research plan and other activities to be carried out.

7. The proposal to exclude CQM members must always be based on previous activity reports and other relevant considerations.

Article 11

Registration of members

1. CQM integrated members, collaborators, and visiting researchers are mandatorily

registered in the CQM information system through an online form made available for this purpose.

2. The CQM information system contains the registration framework of the new members, as well as other data needed for the preparation of the CQM activity annual report and for the evaluation exercises conducted by FCT.

3. Integrated members and collaborators commit to update their personal file in the CQM information system.

Article 12

Responsibilities

The members of CQM are fully responsible for any civil, criminal, and disciplinary violations committed during the exercise of their functions.

Article 13

Rights and duties of members

1. The members of CQM have the duty to seek excellence in their activities, which should be integrated into the scientific areas mentioned in Article 4.

2. The members of CQM have the responsibility to contribute towards the mission of CQM, to respect its regulations, and to follow the ethical principles referred in paragraph 2 of Article 3.

3. Members have the right and duty to mention their membership of CQM in all the activities carried out within the framework of CQM, including publications, communications, and other forms of dissemination.

4. Members have the duty to contribute to a rational and optimal use of CQM resources.

5. Members have the right to use the material resources of CQM needed for their activities, as defined by the Executive Committee and the Coordinating Committee of CQM.

6. Any integrated member can be elected or appointed to any position on CQM, as long as

they meet the requirements defined by this regulation; it also has the right and the duty to participate in elections and plenary assemblies defined in this regulation.

Article 14

Scientific and Technology Units

1. To fulfill its mission and develop its activities, CQM is organized into Scientific and Technology Units (UCTs), which are not considered as autonomous entities for assessment purposes, and may correspond to research groups (GIs), service and research support units (USAs) or special projects (PEs).

2. The UCTs are considered as coherent structures from the viewpoint of scientific and technological development, resource sharing, and optimization, endowed with human and technical resources destined to fulfill the objectives and mission of CQM.

3. Research groups (IGs) are created by a decision of the Coordinating Committee of the CQM Scientific Council, under a proposal by the Coordinator or one of its members and approved by a 2/3 majority vote, based on the following grounds:

a) The need for its creation;

b) Its specific objectives;

c) Existing human, technical and financial resources for its development.

4. Each research group is led by an integrated CQM PhD member (Group Director), who is appointed by the Coordinating Committee of the CQM Scientific Council, by a 2/3 majority vote.

5. The GIs meet following a call from their Director or the CQM Scientific Coordinator, with the advance notice deemed necessary and without further formalities.

6. The Research Services and Support Units (USAs), or special projects (PEs), are created with specific objectives, after consultation with the Coordinating Committee of the CQM Scientific Council and operate under supervision from the CQM Scientific

Coordinator, who may sub-delegate these functions to another integrated member.

7. The USAIs have the mission of providing organized services and external consultancy, as well as to support research.

8. Special projects (PEs) are created within CQM to develop a specific cross-cut activity that may have a limited time duration.

9. Current research groups, research service and support units, and special projects are listed in Annex I.

Article 15

Bodies

1. The CQM bodies are:

- a) The Scientific Council;
- b) The Coordinating Committee of the Scientific Council;
- c) The Scientific Coordinator;
- d) The Executive Committee;
- e) The External Monitoring Committee.

Article 16

Scientific Council

1. The Scientific Council is made up of all those national or foreign citizens working at CQM, in any capacity, including scholarship holders, dedicating a minimum of 20% of working time for research activities, provided they are qualified with a PhD or equivalent, have passed the tests referred to in Article 17, paragraph 2, of Decreto-Lei nº 219/92, of October 15th, or, even without any of these qualifications, if they integrate a research career in a category equal to or higher than that of assistant researcher or a university teaching career in a category equal to or higher than that of assistant professor.

2. All CQM integrated PhD members who have been working in the unit for more than one year and who have a valid contract or legal bond of any kind for a period equal to or greater than one year are members of the Scientific Council with voting rights.

3. The Scientific Council is chaired by the CQM Scientific Coordinator.

4. The duties of the Scientific Council are:

- a) To approve the CQM regulation and its amendments;
- b) To approve its internal operating regulations;
- c) To issue an opinion on the budget, plan, and CQM annual activities report;
- d) To elect one of its PhD members, without a teaching contract with the University of Madeira, to be part of its Coordinating Committee, with a 2-year term;
- e) To elect the CQM Scientific Coordinator;
- f) To dismiss the CQM Scientific Coordinator, following proposal from the CQM Coordinating Committee.

5. The Scientific Council deliberates with at least half of its members present, and decisions are taken by simple majority vote, except in the case of sub-paragraphs a), b) and f) of the previous paragraph which require a 2/3 majority vote; in case of a tie, the CQM Scientific Coordinator has the casting vote, except in the case of sub-paragraph f) of the previous paragraph.

6. The Scientific Council meets by call from the CQM Scientific Coordinator, at least once a year (ordinary meeting); the CQM Scientific Coordinator may also call this council whenever there are matters to be analyzed that require it or at the request of its Coordinating Committee (extraordinary meetings).

Article 17

Coordinating Committee of the Scientific Council

1. The Coordinating Committee of the Scientific Council is composed of integrated researchers holding a PhD with a teaching contract with the University of Madeira and a

representative of the other integrated PhD researchers.

2. The Coordinating Committee of the Scientific Council is chaired by the CQM Scientific Coordinator.

3. The duties of the Coordinating Committee of the Scientific Council are:

a) To approve its internal operating regulations;

b) To approve the CQM budget, the plan and annual activity report,

c) To define the domains of intervention of CQM;

d) To approve the policy for the allocation of resources and spaces within CQM, minding the fulfilment of the CQM mission;

e) To promote elections for CQM Scientific Coordinator;

f) To propose to the Scientific Council the dismissal of the CQM Scientific Coordinator;

g) To approve the composition of the CQM Executive Committee;

h) To decide on the admission of new integrated PhD members;

i) To decide on proposals for admission and dismissal of integrated members;

j) To appoint the Research Groups' Directors and decide on the creation of new Research Groups or extinction of existing groups;

k) To propose and approve the members of the CQM External Monitoring Committee;

l) To propose actions that deemed advantageous for the mission of CQM, namely those that contribute to the reinforcement of its human and physical resources, as well as to its internal cohesion and international projection;

m) To support the Scientific Coordinator and the Executive Committee in the preparation of

funding proposals for common projects, reports and activity plans to be presented to the University of Madeira, FCT, or other funding agencies;

n) To attribute the title of honorary member of the CQM by a 2/3 majority vote of its members.

4. The Coordinating Committee of the Scientific Council deliberates with at least half of its members present, all decisions being taken by a 2/3 majority vote.

Article 18

Scientific Coordinator

1. The CQM Scientific Coordinator must be an integrated member with a PhD and a tenure or guest professor at the University of Madeira, with full-time dedication.

2. The CQM Scientific Coordinator is elected, by secret ballot, by simple majority vote by all members of the Scientific Council with the right to vote.

3. The mandate of the CQM Scientific Coordinator is 2 years; elections must take place in the first month of the calendar year.

4. The duties of the CQM Scientific Coordinator are:

a) Representation of CQM both internally (at the University of Madeira) and externally;

b) To appoint two PhD members from the CQM Coordinating Committee to the Executive Committee;

c) To enforce the CQM regulations and the deliberations of the CQM Scientific Council and its Coordinating Committee;

d) To convene the meetings of the CQM Scientific Council, the Coordinating Committee, and the Executive Committee.

5. Upon his absences and impediments the CQM Scientific Coordinator is replaced by one of the members of the Executive Committee appointed by him.

Article 19

Executive Committee

1. The CQM Executive Committee is composed of the Scientific Coordinator and two other integrated PhD members appointed by him from the CQM Coordinating Committee.

2. The Executive Committee ceases functions with the end of the mandate of the Scientific Coordinator.

3. The duties of the CQM Executive Committee are:

a) To manage CQM and oversee all its activities;

b) To ensure communication with the FCT and compliance with the rules established by that institution;

c) To ensure the communication between CQM and other university structures, as well as with the governing bodies of the University of Madeira;

d) To submit the budget, plan and annual CQM activities report to the Scientific Council and its Coordinating Committee;

e) Enforce of the decisions of the Scientific Council and its Coordinating Committee;

f) Prepare funding proposals for common projects, as well as reports and activity plans to be presented to the University of Madeira, FCT or other funding agencies,

g) Coordinate all actions related to CQM's external evaluation activities;

h) Guarantee the conservation and maintenance of facilities, equipment and other assets belonging to CQM or under its responsibility;

i) To ensure the External Monitoring Commission role of monitoring the activities of CQM;

j) To ensuring adequate disclosure of information, particularly the decisions taken by the governing bodies of CQM;

k) To promote CQM within the University of Madeira and externally, contributing to the attraction of human resources of excellence and enhancing the integration of CQM in the national and international research networks.

Article 20

External Monitoring Committee

1. The External Monitoring Committee (CAE) is composed of 5 specialists external to CQM and the University of Madeira, with recognized competence in the scientific and technological areas and fields of intervention of CQM, interdisciplinary vision and knowledge of the reality of research, development, and innovation, at European and global level.

2. Three of the CQM External Monitoring Committee members must carry out their activity in non-Portuguese institutions.

3. The CQM External Monitoring Committee members cannot have known conflicts of interest in towards any integrated member of CQM.

4. The composition of the CQM External Monitoring Committee is proposed and approved by the CQM Coordinating Committee.

5. The duties of the CQM External Monitoring Committee include a regular assessment (desirably, every year) of CQM's activities, results, and plans, as well as to issue advisory opinions regarding the strategic plans to be followed, the research policy to be applied and its internal dynamics.

6. The duties of the CQM External Monitoring Committee include the contribution to CQM's international promotion.

7. The CQM External Monitoring Committee is also responsible for issuing advise on all

matters upon request from the CQM Scientific Coordinator.

8. Whenever possible, the members of the CQM External Monitoring Committee should have joint meetings (in person or online) and issue a consensual opinion.

9. The mandate of the CQM External Monitoring Commission is consistent with the evaluation cycle of the FCT funded Portuguese R&D institutions.

10. The members of the CQM External Monitoring Committee are subject to a confidentiality agreement covering all information provided to them or to which they have access during the exercise of their mission.

Article 21

Funding

1. The funds to be allocated to the CQM activities are:

a) The appropriations allocated by the University of Madeira;

b) Multiannual funding, both base and strategic, granted by the FCT and, eventually, by other funding agencies for research and development activities, scientific dissemination, and training;

c) The funds obtained through competitive calls, national or international, for the funding of specific research and development projects;

d) The funds obtained through the participation of its members in training activities and specific service providing;

e) Donations and sponsorships granted by public and private entities;

f) Revenues from services provided to external entities after deduction of overheads due to the University of Madeira;

g) Revenues from events organized by CQM, after deduction of overheads due to the University of Madeira.

2. As a principle, CQM's revenues must be used primarily for activities that favor the collective benefit of its members.

Article 22

Physical and material resources

1. The facilities used by CQM have been specifically assigned to it by the University of Madeira, or other collaborating institutions under collaboration protocols, as shown in the list attached to this regulation (Annex II).

2. The scientific equipment used by CQM have been assigned to it by the University of Madeira or acquired through the funding described in the sub-paragraphs of Article 21, paragraph 1.

3. On a mutually beneficial basis, and without excluding involvement with other departments of the University of Madeira, CQM and the Department of Chemistry of the University of Madeira may share facilities and equipment, especially regarding research projects associated with postgraduate activities (masters, doctorates and post-docs) and scientific dissemination activities.

Article 23

Final and Transitional Provisions

1. The current regulation of CQM shall be valid until the date of approval of the new CQM regulation.

2. The CQM Coordinating Committee of the Scientific Council will resolve any issues raised by omissions or doubts in the interpretation and application of these Regulations.

Article 24

Entry into force

1. This regulation shall enter into force on the working day following its approval by the Dean of the University of Madeira.

2. Amendments to the Annexes to this Regulation do not require approval and should only be advertised on the CQM website.

Annex I

Research groups (GIs), research services and support units (USAs), and special projects (PEs).

The CQM is currently organized in the following Scientific and Technological Units (UCTs):

1. Research Groups (IGs):

- a) Materials Group;
- b) Natural Products Group.

2. Research Services and Support Units (USAs):

Currently, there is a USAI that carries out work in the areas of Chromatography and Mass Spectrometry, Nuclear Magnetic Resonance, Electron Microscopy, Fluorescence and Sample Lyophilization Techniques.

3. Special Projects (PEs):

- a) Chemistry is Fun (Química é Divertida®);
- b) Bridging the Gap®;
- c) Science Shop;
- d) CQM Sports Team;
- e) CQM Monitoring, Ethics and Open Science;
- f) CQM Training, Careers and Professional Development.

- c) Molecular Modeling Laboratory;
- d) Analytical Chemistry and Enology Laboratory;
- e) Coordination Chemistry and Molecular Materials Laboratory;
- f) Organic Chemistry and Natural Products Laboratory;
- g) Nuclear Magnetic Resonance Laboratory;
- h) Fluorescence Techniques Laboratory;
- i) Multidisciplinary and Pilot Project Laboratory;
- j) Future's Laboratory.

Annex II

Facilities used by CQM, assigned by the University of Madeira, or by other institutions under collaboration protocols.

1. Specialized Common Use Laboratories (LEUCs):

- a) Biochemistry and Cell Culture Laboratory;
- b) Chromatography and Mass Spectrometry Laboratory;