

Instituto de Agroecoloxía
e Alimentación

Universidade de Vigo

INTERNAL RULES AND REGULATIONS

Universidade de Vigo

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TITLE I: NATURE AND OBJECTIVES OF THE INSTITUTE

Article 1. Nature, name, legal framework and affiliation

1. The Institute of Agroecology and Food (IAA) is established as an R&D&I unit of the University of Vigo (UVigo), specialized in excellence research and effective knowledge transfer in the fields of sustainable agriculture and food.
2. The IAA shall be governed by:
 - a. Organic Law 2/2023 of 22 March on the University System.
 - b. Law 6/2013 of 13 June on the University System of Galicia.
 - c. Law 14/2011 of 1 June on Science, Technology and Innovation, and Law 17/2022 of 5 September, which amends the former.
 - d. Order of 26 March 2021 regulating the procedure for the approval of research centers and institutes within the Galician university system.
 - e. The Statutes of the University of Vigo and its Regulations on Institutes, approved on 21 December 2021.
 - f. These Internal Regulations
 - g. The IAA shall be administratively attached to the Vice-Rectorate for Research, Transfer and Innovation of the University of Vigo.

Article 2. Objectives of the IAA

1. The overall objective of the IAA is to become a leading institute at the intersection of research on agriculture and food from agroecological perspectives, promoting an active commitment to smart scientific specialization through strong collaboration and the generation of impact. To this end, the IAA adopts excellence as an organizational culture, creating an attractive scientific environment to support competitive research careers and to foster multidisciplinary teams that lead the creation of new

knowledge and solutions to the most relevant challenges of agri-food systems.

2. The strategic objectives of the IAA are:
 - a. To achieve higher levels of scientific excellence through the development of a Scientific Agenda aligned with European, national, and regional R&D&I policies and priorities.
 - b. To develop, retain, and attract talent in the agri-food sector.
 - c. To achieve greater impact of research carried out within the Galician context.
 - d. To position and enhance the visibility of the Institute as a reference center in agroecology and food.
 - e. To promote the creation and development of the Iberian Food Laboratory together with the Polytechnic Institute of Bragança (IPB).
3. To achieve these objectives, the IAA shall carry out all functions and activities necessary in accordance with the provisions established in Article 1 of these Regulations.

TITLE II. ORGANIZATION AND GOVERNANCE

Article 3. Organizational and governance structure

1. The governing bodies of the IAA are:
 - a. The Governing Board
 - b. The Scientific Committee
 - c. The Director
2. Additionally, the role of an External Scientific and Socioeconomic Advisory Board is recognized as a consultative and evaluation body for the activities

of the IAA and its researchers. If necessary, an administrative management unit shall also be established.

Article 4. Governing Board.

1. The Governing Board is the highest governing body of the Institute and shall be composed of:
 - a. The Rector of the University of Vigo, or the Vice-Rector to whom this responsibility is delegated, who shall chair the Board and convene its meetings.
 - b. One member representing the Social Council of the University of Vigo.
 - c. One member representing the researchers affiliated with the Institute.
 - d. One member representing the Institute's staff who are not affiliated researchers.
 - e. A representative, where applicable, of a public or private institution that makes a substantial and stable contribution to the funding or activities of the Institute.
 - f. The Director of the IAA.
 - g. The Secretary of the IAA, who shall act as Secretary of the Governing Board.
2. Members from the University must always constitute the majority of the Governing Board.
3. The functions of the Governing Board shall include, among others:
 - a. Approving the Institute's programme and the proposed management of the IAA's budget allocation within the University of Vigo's budget, in accordance with its regulations.

- b. Approving the annual activity report, the strategic plan and its amendments, as well as the financial report, which shall be submitted to the Governing Council of the University of Vigo.
 - c. Promoting the Institute's funding and resource allocation.
 - d. Submitting to the Governing Council of the University of Vigo proposals for the incorporation of new members into the Governing Board, representing the university community or public/private institutions.
 - e. Submitting proposals for amendments to the Institute's internal regulations to the Governing Council of the University of Vigo when appropriate.
 - f. Proposing the appointment and dismissal of members of the Scientific Committee.
 - g. Proposing the appointment or dismissal of members of the External Advisory Committee.
 - h. Proposing to the Rector the appointment and dismissal of the Director and Secretary, and establishing the mechanisms for their selection.
 - i. Agreeing on proposals for the dismissal of the Director when circumstances so require.
 - j. Proposing any agreements and actions necessary to fulfill the Institute's objectives.
4. The Governing Board shall meet at least once a year in ordinary session, and in extraordinary session whenever necessary, either at the request of the Chair or at least one third of its members.
 5. Meetings shall be convened at least six days in advance, except in cases of duly justified urgency as determined by the Chair. The agenda, date, time, and place shall be specified in the notice.

6. The Chair may invite any person deemed appropriate to attend meetings to provide opinions or testimony on specific agenda items, without granting them the rights of Board members.
7. At first call, the Governing Board shall be validly constituted when the Chair (or delegate), the Secretary, and at least half of its members are present. At second call, at least one third of its members must be present.
8. Decisions shall be adopted by a majority of those present, by show of hands or, exceptionally, by secret ballot when concerning specific individuals, if requested by any member present.
9. Proxy voting must be expressly stated and submitted in writing.

Article 5. Director

1. The Director of the Institute shall be appointed by the Rector of the University of Vigo from among full-time doctoral researchers affiliated with both the University and the IAA, upon proposal of the Governing Board and with a favorable report from the Scientific Committee.
2. The appointment shall be for a term of three years, renewable for a maximum of two consecutive terms.
3. The Director's functions shall include:
 - a. Leading the Institute and enhancing its external visibility.
 - b. Attending meetings of the Governing Board.
 - c. Convening and chairing the Scientific Committee, implementing its decisions, and representing it before the Governing Council of the University of Vigo.
 - d. Representing the IAA within their scope of authority.
 - e. Implementing the decisions of the Governing Board and ensuring compliance.

- f. Organizing and coordinating available human and material resources to achieve the Institute's objectives, including defining the scientific organizational model and appointing principal investigators, group leaders, and/or area coordinators.
- g. Proposing the recruitment of research, support, and administrative staff.
- h. Proposing to the Governing Board the appointment of the Secretary.
- i. Proposing the acquisition of infrastructure necessary for achieving the Institute's goals.
- j. Managing the execution of the budget allocation in accordance with the Governing Board's proposals and University regulations.
- k. Preparing the annual scientific report and strategic plan for submission to the Scientific Committee and Governing Board.
- l. Developing mechanisms to attract funding, maintain high scientific standards, and foster collaboration and synergies within and outside the IAA.
- m. Communicating guidelines to researchers to align their work with the Institute's strategic plan and scientific objectives.
- n. Ensuring the proper functioning of the IAA and compliance with these regulations.

Article 6. Scientific Committee

- 1. The Scientific Committee is the collegiate body responsible for developing the Institute's strategic lines.
- 2. It shall be composed of:
 - a. The Director, who shall chair it.
 - b. The Secretary of the IAA, who shall act as Secretary of the Committee.
 - c. One lead researcher for each of the Institute's four R&D&I priorities.

- d. One representative of non-permanent research staff in training.
3. The Committee shall meet at least twice per year during the academic period, convened by the Director or at the request of at least one third of its members.
 4. Its functions include:
 - a. Proposing the Director to the Governing Board.
 - b. Defining membership conditions (affiliation and withdrawal).
 - c. Approving the incorporation and dismissal of research staff, subject to ratification by the Governing Board.
 - d. Annually evaluating the scientific activity of affiliated researchers and issuing evaluation reports.
 - e. Assessing researchers' needs and proposing improvements to facilities and services.
 - f. Assisting the Director and Governing Board in monitoring performance.
 - g. Proposing amendments to the internal regulations.
 - h. Proposing the creation of specific committees for particular issues.
 - i. Establishing temporary or permanent committees to support its work.
 - j. Proposing activities aligned with the Institute's objectives.
 - k. Proposing new research priorities and updating the scientific agenda.
 - l. Supporting and disseminating the Institute's activities.

Article 7. External Advisory Committee

1. The External Advisory Committee (EAC) is a consultative body composed of at least five members, including internationally recognized researchers external to the University of Vigo with extensive experience in research,

innovation, or technology transfer, as well as professionals from companies and/or institutions in the agri-food sector.

2. It is divided into two bodies: the Scientific Advisory Board (SAB) and the Business Advisory Board (BAB).
3. Its functions include:
 - a. Advising on strategy and actions to promote transfer, training, and outreach to industry (BAB).
 - b. Preparing reports and proposals related to the Institute's scientific policy (SAB).
 - c. Identifying opportunities for public-private collaboration (BAB).
 - d. Assisting leadership in monitoring research and knowledge transfer (SAB and BAB).
 - e. Contributing to the evaluation of R&D&I activities of affiliated researchers (SAB and BAB).

Article 8. Secretary

1. The Secretary shall be appointed by the Rector, upon proposal of the Director, from among research staff affiliated with the IAA or civil servants in subgroups A1 and A2 working at the Institute, for a maximum of two consecutive terms.
2. The Secretary shall assist the Director in assigned tasks.
3. The Secretary shall also act as Secretary of the Governing Board and Scientific Committee, certifying their acts and decisions, keeping minutes, issuing official certifications, and performing additional duties assigned by the Director, Scientific Committee, or Governing Board.

Article 9. Management Unit

1. The Management Unit shall support the acquisition of competitive funding and assist in research, training, and transfer activities established in the

Institute's Strategic Plan. It may be composed of administrative and service staff from the University of Vigo.

TITLE III. STAFF.

Article 10. Members

1. The staff of the IAA shall consist of:
 - a. **Affiliated researchers:** teaching and research staff (PDI) holding a doctoral degree and working full-time at the University of Vigo, and/or doctoral researchers from other institutions affiliated with the University of Vigo through institutional agreements recognizing their formal relationship with the Institute.
 - b. **Researchers in training:** research staff enrolled in a doctoral programme at the University of Vigo, supervised or co-supervised by an IAA-affiliated researcher.
 - c. **Research support staff:** technical or research personnel hired to support research lines and/or projects, funded through research programmes or projects in accordance with the applicable legal and labour framework.
 - d. **Collaborating researchers:** research staff from other entities who demonstrate a track record of excellence. They may be proposed by a member of the Institute or by the External Advisory Committee and must be approved by the Scientific Committee. This category is exceptional and shall not exceed 20% of the total membership. Specific agreements shall be established with the corresponding entity. The collaboration period shall be two years, renewable upon a favorable report from the Director.
 - e. **Administrative and service staff:** permanent staff of the University.

- f. **Other personnel:** individuals linked to the Institute's activities through specific contracts.

Article 11. Affiliation and disaffiliation process

1. Affiliation with the IAA implies:
 - a. Acceptance of the procedures, regulations, and operational rules of the IAA.
 - b. Commitment to the general research strategy in terms of thematic focus, technical capacity, and the promotion of research, knowledge transfer, dissemination, and training.
 - c. Collaboration, participation, and support for the activities and priority lines established by the Governing Board and the Scientific Committee.
 - d. Conducting activities aligned with the scientific agenda, without prejudice to work in other areas.
 - e. The incorporation of research staff shall be based on criteria of research merit and suitability for the IAA's priorities and research lines.
2. In general, IAA researchers may not be affiliated with any other institute or research centre, considering that their research activity and scientific output, for the purposes of affiliation and evaluation indicators, shall also be linked to the IAA. This condition shall not prevent their work from being used by their academic unit (Department or Centre) to fulfill teaching and research obligations.
3. Exceptionally, part-time affiliated researchers may be recognized when their contribution is essential for incorporating relevant disciplinary capacities into the development of the IAA and its Scientific Agenda. In such cases, the researcher may belong to two institutes, distributing their merits between both, but may not serve as scientific director of either.

4. To become an affiliated researcher, applicants must submit a formal request to the Director of the IAA, highlighting the alignment of their activity with the Institute's research priorities and lines.
5. The Director shall evaluate the application in accordance with the IAA's objectives and issue a non-binding report to the Scientific Committee, which is the competent body for approval.
6. Researchers must declare their commitment to remain affiliated with the Institute for at least three years. In exceptional cases of part-time affiliated researchers whose contribution is essential, this commitment shall be reduced by 50%.
7. Formal disaffiliation of researchers from the IAA may occur:
 - a. At the request of the Scientific Committee, the External Advisory Committee, or the Institute's Directorate, due to non-compliance with the Institute's regulations, procedures, and internal rules.
 - b. At the request of the individual, for any reason. The request for termination shall be resolved within a maximum period of six months.

TITLE IV. FINANCIAL REGIME

Article 12. Resources

1. The economic resources for the activities of the IAA shall come from the sources indicated below. For each case, a distinction shall be made between earmarked income, which must be allocated to the specific purpose for which it was granted, and non-earmarked income, which shall be incorporated into the IAA's budget line for the development of its objectives:
 - a. Grants obtained through public calls for proposals in which the Institute may participate.

- b. Amounts derived from research and knowledge transfer projects and contracts, technical reports, and/or services led by members of the Institute.
 - c. Grants, subsidies, and donations awarded to the Institute and/or its members by public or private bodies or entities.
 - d. With regard to indirect costs associated with the research activities of staff affiliated with the Institute, the University of Vigo shall allocate a portion of these to the Institute, as established by applicable regulations. This also includes those set out in other budget lines within the University of Vigo's budget.
 - e. Any other income to which the Institute is entitled.
2. The IAA shall maintain its own accounting system to manage its budget allocation within the University of Vigo's budget framework and in accordance with its regulations. During the first half of each financial year, the IAA shall submit a financial report to the Scientific Committee summarizing the budget execution of the previous year.

Article 13. Budget

1. The Governing Board shall annually approve the proposal for the acquisition and use of the Institute's financial resources, accompanied by the activity report.
2. The budget allocation shall be managed by the Director, in accordance with the applicable regulations.

Article 14. Equipment

1. The IAA shall manage the Institute's equipment, including its acquisition needs, maintenance, and use.
2. The needs and priorities regarding investment in new equipment shall be determined annually in order to adequately achieve the objectives of the IAA.

TITLE V. MONITORING AND EVALUATION

Article 15. Monitoring

1. The Director of the IAA shall prepare an annual report of the activities carried out.
2. Every four years, the Governing Board shall also approve a proposal of strategic objectives for the following period, including specific indicators to enable evaluation of the activities developed.
3. On an annual basis, the Scientific Committee shall evaluate the activity of the Institute and the achievement of its objectives.

Article 16. Research ethics

1. The IAA shall carry out its activities in accordance with the “Good Research Practice Guidelines” of the University of Vigo, the Regulations of the UVigo Ethics Committee, and under the supervision of the UVigo Research Committee.

Article 17. Staff recruitment

1. All necessary measures shall be adopted to ensure that the recruitment of IAA staff complies with applicable legislation and collective agreements.

TITLE VI. POLICY ON PUBLICATION AND VISIBILITY OF THE INSTITUTE

Article 18. Projection and visibility

1. In any scientific publication or dissemination of research results, media appearance, and generally in all documents generated as a result of their activity, Institute researchers shall always state their affiliation with the IAA.
2. Specifically, the scientific output of IAA researchers must include the following affiliation:

Institute of Agroecology and Food (IAA). University of Vigo – Campus Auga, 32004 Ourense, Spain.

3. If an IAA researcher is also affiliated with another institution, both affiliations must be listed separately.
4. Staff from other institutions who carry out temporary work at the IAA must include their affiliation in all publications partially or fully related to work conducted during their stay.
5. The Institute's corporate image may not be used for purposes other than those specified herein.

TITLE VII. EFFECTIVE DATE

Article 19. Effective date

1. This regulation shall become effective on the day following its publication, after approval by the Governing Council of the University of Vigo.