

REGULATION OF THE SCIENTIFIC COUNCIL OF LIP

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Preamble

This regulation establishes the functioning of the Scientific Council of LIP. It defines the competencies of the Scientific Council, how it is organised, and how it delegates competencies and deliberates. The principles followed were the openness of the Scientific Council to the participation of the LIP community, the agility of its functioning and the facilitation of daily processes. For that purpose, the Scientific Council will be supported by a Board, with representatives from all LIP Nodes, but with more capacity to intervene in the Institution than in the past, and by a Coordinating Committee with broad representation that will streamline the functioning of the Scientific Council and structure its ordinary activity.

This regulation defines the LIP Research Structure based on the Research Group unit, but not reduced to it. The Research Lines are intended to become a vehicle for collaboration, knowledge exchange and experience between LIP groups. This regulation reinforces their relevance in several points, including their essential role in the Coordinating Committee of the Scientific Council and in the strategic organisation of LIP.

This regulation also establishes the evaluation process of the scientific staff of LIP. This evaluation must fulfil multiple functions, informing researchers' choices and personal investment and leading to better performance and development of the laboratory's potential. Its unifying principle, and ultimate goal, is the valorisation of LIP's human capital. To enhance the quality, depth and impact of the research carried out at LIP, it is crucial to care for the professional development of LIP researchers, which includes evaluating their performance and monitoring their scientific path. LIP is the people who constitute it; they are the essential resource that LIP has to fulfil its mission: scientific and technological research in Experimental Particle Physics and associated Instrumentation.

Art. 1 Composition of the Scientific Council

1. Under the terms of Article 17 of the Statutes of LIP, the Scientific Council (SC) is made up of all members of LIP who, in any capacity, including scholarships, whether national or foreign citizens are active in the institution, provided they are qualified with a doctoral degree or equivalent, have passed the exams referred to in Art. 17, no. 2, of Decree-Law 219/92, of 15 October, or, even if they do not hold any of these qualifications, they are in the scientific research or technical-scientific research career in a category equal to or higher than that of an assistant researcher or in the university teaching career in a category similar to or higher than that of assistant professor.
2. One representative per LIP node from each of the following categories shall be a non-voting observer member of the Scientific Council:
 - a. Non-doctoral researchers and students;
 - b. LIP technical staff;
 - c. LIP administrative staff.
3. The observer members in each category shall be elected by their peers, for two years and by LIP node, in an election organised by the SC Board. The SC Board may delegate the organisation of the election of representatives for categories b and c of the previous point to the Workers' Commission or for category a to the current representatives.

Art. 2 Competencies of the Scientific Council

1. The competencies of the Scientific Council (SC) are:
 - a. Appointing and dismissing the SC Board by secret election, ensuring that the different LIP nodes are represented;
 - b. Elaborate and approve, in plenary, its internal regulation;
 - c. Express an opinion on the budget, the plan and the annual report of activities of LIP;
 - d. Provide an opinion on the creation and dissolution of LIP nodes;
 - e. Give its opinion on the creation of new groups or lines of research;

- f. Issue an opinion on the participation of LIP in Scientific Collaborations;
- g. Offer an opinion on the appointment and dismissal of the Monitoring Unit;
- h. Elaborate and update the scientific strategy of LIP;
- i. Foster collaboration between groups, sharing of resources, exploitation of synergies and scientific integration of LIP.
- j. Contribute to the definition of guidelines on all matters concerning the scientific life and activities of the institution, namely:
 - i. Training actions of a scientific and technical nature, both internal and external, whether carried out in collaboration with other entities;
 - ii. The provision of services to the community;
 - iii. The criteria to be respected when establishing partnerships with external entities;
 - iv. Actions in the field of dissemination of the work carried out in the institution.
- k. To organise LIP's Scientific Conferences;
- l. To assume the other responsibilities attributed to the Scientific Councils under the Statute of the Scientific Research Career.

Art. 3 Internal organisation of the Scientific Council

1. The Scientific Council (SC) functions in plenary sessions (Plenary), gathering members from all LIP nodes or, between plenary meetings, by delegating competencies to its bodies. The Scientific Council bodies are:
 - a. The Board of the Scientific Council (SC Board);
 - b. The Coordinating Committee of the Scientific Council (CCSC).
2. The Scientific Council may delegate powers to the CCSC except for the following:
 - a. The election and removal of the SC Board;
 - b. Competencies and tasks of the Scientific Council decided upon by the Plenary shall be debated and voted in Plenary;
 - c. If at least 1/3 of the SC members convene a plenary meeting to deliberate.

3. The Directorate shall be invited to be present at the plenary meetings of the Scientific Council, the ordinary meetings of the CCSC, and the extraordinary meetings of the CCSC when justified by the agenda.

Art. 4 The Plenary of the Scientific Council

1. The SC Plenary meets twice a year ordinarily and, extraordinarily, whenever convened by the Scientific Council board, and may be requested to the SC Board by the CCSC, by 1/3 of the SC members or by the Directorate.
2. Except in cases duly justified by the Scientific Council board, the plenary meetings of the Scientific Council are open, without voting rights, to all LIP members. For logistical reasons, participants who are not members of the Scientific Council are encouraged to participate remotely. For oral interventions shall be given preference to the SC members, including elected representatives of students and staff.
3. At meetings whose agenda so justifies, the Scientific Council board may invite people from outside LIP to attend without the right to vote.
4. The meetings shall be convened with a minimum of 15 days prior notice, and the information shall include the proposed Agenda. All members of the Scientific Council, including observers and, if applicable, the other members of LIP, shall be notified by email to the address provided in the LIP's Database. This email address is used for all communications between the Scientific Council or its bodies and its members.
5. Documents to be considered at plenary meetings must be made available at least seven days before the meeting date, except for annual reports and activity plans, which must be made available at least 15 days before the meeting at which they are to be considered.
6. The LIP annual reports and activity plans shall be considered at the first ordinary annual meeting of the SC plenary.

7. Meetings of the SC plenary shall require a quorum of at least 1/3 of the members of the SC, and decisions shall be taken by simple majority unless it is decided otherwise. Observer members shall be called upon to give their opinions on matters directly affecting the group they represent, without prejudice to their right to share their thoughts on other issues during the meeting.
8. The dismissal of the internal bodies of the SC shall take place in a meeting to be convened, with a minimum of seven days' notice, exclusively for this purpose and for the beginning of the process of creating new bodies by the SC Board.
9. Voting in the SC plenary session may be carried out electronically per the initiative of the Board of the SC or by decision of the plenary session.

Art. 5 The Board of the Scientific Council

1. The SC Board consists of a President and Vice Presidents, having mandatory one member of the local directorate of each LIP node.
2. The Board of the SC has the following powers:
 - a. Management of day-to-day matters related to the Scientific Council;
 - b. Convene the meetings of the Scientific Council Plenary and the CCSC and write up the minutes or summaries, respectively;
 - c. Organise the election of the successor SC Board, the CCSC and the observer members of the SC;
 - d. To coordinate the organisation of the LIP scientific conferences;
 - e. Collaborating in the organisation of the reports and plans that LIP presents annually, as well as in the management of the LIP's official website and of its presence in social networks and social media in articulation with the Directorate and the ECO Office;

- f. To collaborate in the implementation of the scientific and technological strategy of LIP;
 - g. To collaborate in implementing the strategic plan of the LIP research staff.
3. The SC Board shall report to the Directorate on matters concerning:
 - a. The appointment of the Search Committee for consultation with the institution for the election of the Board of Directors under the terms of Article 12 of the LIP Internal Regulation;
 - b. The appointment of the heads of the ECO Office;
 - c. The nomination of the coordinators of LIP's Research Lines;
 - d. The appointment of coordinators of the Competence Centres;
 - e. The appointment and dismissal of the Advisory Committee;
 - f. The use of competition tenders to recruit researcher career positions at LIP.
 - g. The appointment of LIP representatives to the scientific bodies of external institutions.
4. The SC Board is part of the Space Management Committee and is represented in each LIP Node by the respective member.
5. The outgoing SC Board is responsible for conducting the process of electing the next SC Board. The electoral process shall begin at the last ordinary Plenary session meeting conducted by the outgoing SC Board. It must be included on the agenda for that meeting, at which the SC Board shall announce the deadlines for candidature submission, disclosure and possible discussion/debate. The election is secret and electronic and shall be carried out in two stages, with each vote being decided by an absolute majority of the votes:
 - a. All members of the SC who are not members of the Directorate or who do not have observer status may be candidates for the SC Board. Nominations for candidates must, if accepted by the nominees, be submitted to the SC Board at least seven days after the opening of the electoral process. After this deadline, the identity of the candidates shall immediately be made known to the entire SC by email;

- b. After the information about the candidates has been sent out and before voting begins, there should be a minimum of seven days for publicising the candidates and debating;
 - c. In the first phase of the election of the SC Board, the members of the Scientific Council from each LIP node shall elect the member of the SC Board for their Node, resulting in an ordered list of alternates for that Node;
 - d. The second phase of the election of the SC Board is the election of the Chairperson of the Scientific Council by all members of the Scientific Council. The most-voted member of the SC Board is elected as the President of the Scientific Council, and the others as Vice-Presidents of the Scientific Council.
 - e. If an absolute majority is not obtained in either election, a second ballot will be held with the two candidates who received the most votes in that act;
 - f. If any phase of the election occurs in a period in which a significant proportion of the SC members are expected to be absent (e.g., during school holidays), the minimum period set for that phase is extended by two weeks.
6. In the case of permanent incapacity, absence for more than 60 days or resignation of an SC Board member, they shall be replaced by the next member on the list of substitutes for the LIP Node in question or, failing this, a new election of the SC Board representative for that Node shall be held, in accordance with point 5 a. to c. of this Article.
 7. In the event of the resignation of the SC Board, a new SC Board shall be elected for the remaining period of the current mandate. If the outgoing SC Board cannot organise the election of the next SC Board, it shall appoint an electoral commission from among the SC members. The Electoral Commission shall have one member for each LIP Node and replace the outgoing SC Board in conducting the election process following point 5 of this article.

Art. 6 The President of the Scientific Council

1. The specific competencies of the President of the Scientific Council are:

- a. Chairing the meetings of the Plenary of the SC and the CCSC or delegating these functions to one of the Vice Presidents;
 - b. To define, together with the President of the Directorate, the jury of competitions for recruitment to LIP's research positions;
 - c. To give its opinion on the revision of the LIP Internal Regulations.
2. The President of the Scientific Council represents the SC to the Directorate concerning:
- a. The admission and dismissal of research members of LIP in accordance with Art. 3, Chapter II of the Internal Regulations of LIP;
 - b. The temporary appointment of Research Group Coordinators by the Board of Directors;
 - c. The designation of the heads of the Advanced Training Office;
 - d. Definition of the strategic plan for the research establishment plan.
3. When representing the SC to the Board of Directors, the President of the Scientific Council shall previously consult the Board, the CCSC or the plenary of the Scientific Committee in accordance with the competencies of each body and with the delegation of competencies provided for and with due adequacy to the situation in question.
4. In the event of temporary inability or inability of the Chairperson to fulfil their duties for less than 60 days, one of the other members of the Board shall take their place on an interim basis, which shall be decided by the Board. In case of permanent incapacity or resignation of the Chairperson of the Scientific Council, the stipulations of Article 5, paragraph 6 shall be fulfilled, and a new election shall be carried out according to Article 5, paragraph 5(d).

Art. 7 The Coordinating Commission of the Scientific Council

1. The Coordinating Commission of the Scientific Council:
 - a. Assists the SC Board in the day-to-day management of the SC's activity to streamline and maintain its efficient operation;

- b. It is a direct interlocutor of the individual members of LIP in matters within the competencies of the SC;
 - c. It is a privileged forum for discussions of the scientific scope and scientific strategy of the organisation;
 - d. It is responsible for ensuring the representativeness of the SC members in the discussion of issues relevant to the scientific life of the organisation.
2. The competencies of the CCSC are:
- a. To be the privileged forum for the timely and representative discussion of the scientific orientation of LIP, producing its documentation, to be approved by the SC plenary, namely as regards LIP's scientific strategy, involving the coordinators or representatives of the Research Lines, and should:
 - i. To represent the LIP researchers, acting as an intermediary between the LIP community and the Directorate;
 - ii. To serve as a regular channel of internal communication within LIP and, in particular, between the researchers and the Directorate to identify problems, from the most practical to the most strategic, to listen to and discuss the concerns of the LIP scientific community and to propose solutions.
 - b. Establishment of criteria and methodologies for the evaluation of LIP scientific staff based on what is determined in Article 9 of these regulations;
 - c. Propose a methodology for the internal review of the scientific activity of LIP, and apply it after approval in SC Plenary;
 - d. The approval of new Groups and Research Lines according to paragraph c. of point 4 of Art. 8 of these regulations;
 - e. To give opinions on the composition of the juries of the competitions mentioned in paragraph b. of Art. 6, point 1 of these regulations;
3. The CCSC shall have a two-year term of office starting from the date of the announcement of its establishment to the Scientific Council.

4. The CCSC shall represent the Scientific Council members, not having a fixed number of participants, but proportional to the number of effective members of the LIP groups, with a quota of elected elements considering the representativeness of the LIP Nodes on the Scientific Council. The CCSC is composed by:
 - a. The SC board, which chairs the CCSC: the President of the SC chairs the CCSC, and the members of each LIP Node directorate chair the local meetings;
 - b. One member of each Research Line designated by the coordinators of the Research Groups. If the research line has more than 20 FTEs, a second member should be defined, following the same procedure;
 - c. Elected from among the members of the Scientific Council, including one element from each LIP Node, plus a second member where the number of participants from that node in the Scientific Council is 20 or more;
 - d. LIP representatives in the scientific bodies of external entities, with the status of observers.

5. The SC board conducts the process for the constitution of the CCSC. It is done in two phases, with a maximum duration of 21 days. It can be extended for a further two weeks if it occurs when the absence of a significant part of the SC members is expected (e.g., during school holidays).
 - a. In the first phase and immediately after their election, the SC Board requests the Coordinators of the Research Groups to appoint representatives to the CCSC for the Research Line they belong to, excluding members of the LIP Directorate. Each research line sets one or two representatives, following Art. 7.4b, which may be permanent or rotating, according to the decision of the coordinators of each research line, to be communicated to the SC Board. The representatives to the CCSC must be nominated within seven days, and the resulting list shall be published by email to the whole SC after this period;
 - b. In the second phase, the election of the remaining members of the CCSC is carried out by Nodes:

- i. The period for submission of nominations for the election begins with the SC Board announcement of the list of the research lines' representatives to the CCSC and lasts for seven days;
 - ii. Applications must be received by e-mail by the SC Board and circulated by e-mail to the entire SC immediately after the end of the seven-day application period;
 - iii. Voting will take place by secret and electronic ballot, simultaneously in each Node, in the seven days following the announcement of the candidatures;
 - iv. The SC members from each Node may vote for up to three candidates from the respective Node. The result of the vote is an ordered list;
 - v. For temporary or permanent replacement of the members elected in each Node, their substitutes will be considered the representatives of the same Node, according to the respective ordered list of votes.
 - c. The outcome of the CCSC's constitution process, including the ranked lists of the members elected from each Node, shall be announced to the Scientific Council electronically within 21 days from the start of the process.
 - d. In the case of the election of members of the CCSC to the SC Board, under the conditions of paragraph 7. of Art. 5, the representatives of the research line(s) concerned shall indicate new members to replace them and, in the case of elected members of the CCSC, these shall be replaced by their substitute members, following paragraph b. v. of this point.
6. Meetings of the CCSC and communication with the members of the Scientific Council:
- a. The CCSC meets ordinarily every three months, with the first meeting occurring within one month of its election. Meetings of the CCSC require a quorum of at least 1/3 of its members;
 - b. At the beginning of each term of office and calendar year, it must be sent to the SC and be available on the LIP *website*:
 - i. The CCSC may meet extraordinarily by decision of the SC Board, at the request of one-third of its members or at the request of the LIP Directorate.

- ii. Extraordinary meetings shall be convened on 15 days' notice and brought to the Scientific Council's notice.
- c. The CCSC may have local meetings in each Node, chaired by the corresponding SC board member. These meetings are intended to deal with issues specific to each Node or for partial consultations. They may be convened by the SC Board, by 1/3 of the members of the Scientific Council of that Node, or by the Directorate. They shall be convened with five days' notice, and the members of the Scientific Council shall be informed;
- d. All members of the Scientific Council may be present at any of the meetings of the CCSC and may speak at agenda items designated for that purpose without, however, having the right to vote;
- e. Summaries of CCSC meetings shall be made available by email to the entire SC within seven days immediately after each meeting;
- f. The Commission shall lay down minimum deadlines for the delivery of opinions. All requests for ideas shall be communicated to the Chair of the SC in sufficient time to allow for discussion, drafting and (electronic) ratification by the plenary session in accordance with the other deadlines set out in these regulations. The adoption of opinions by the CCSC shall occur at a general meeting of the CCSC.

Art. 8 Areas, Research Lines and Groups and Scientific Projects

1. LIP's scientific activity is developed within a structure based on Research Areas, Research Lines and Groups and Scientific Projects, as described in Article 23 of the Internal Regulations of LIP. This article indicates the specific competencies of the Scientific Council regarding the Research Lines and Group levels of this structure.
2. The submission of scientific projects does not require the approval or opinion of the SC. Instead, they must be integrated into at least one Research Group, with the endorsement of the Group's coordinator.
3. The LIP Research Groups are the basic unit of the institution's scientific activity.

- a. At the date of approval of this regulation, the LIP Research Groups are those listed in the LIP Report and Activity Plan of 2016;
 - b. The formation of new LIP Research Groups starts with a proposal from a group of LIP members addressed to the SC Board and must:
 - i. Indicate the title and abbreviation of the group and the international collaboration you intend to join;
 - ii. Indicate the scientific or technological area in which it fits and briefly describe the relevance of the scientific or technical problem to be addressed;
 - iii. Indicate the Research Line of LIP in which the group intends to be inserted;
 - iv. Indicate the research team, including the Group Coordinator and an estimate of the time commitment of each member, as well as other Groups in which the members are already involved;
 - v. Describe the research activities the group proposes to undertake and the suitability of the team for these activities;
 - vi. Describe how such research activities benefit from their integration within LIP, mentioning, if applicable, the intended use of the Scientific or Computing Infrastructure of LIP and the Competence Centres of LIP;
 - vii. Indicate the main points of the Group's financing plan, i.e., which sources of financing the Group intends to apply for.
4. Approval by the SC of a new Research Group is governed by the principle that any member of the SC should have the opportunity to comment on it, and proposers should be able to present their proposal publicly. The process is as follows:
- a. The proposal shall be sent by the SC's Board by electronic means to the entire SC, providing for a non-presential discussion of the proposal by the SC members;
 - b. The period for public discussion of the proposal begins when it is made public and will last at least two weeks. If the period in question includes days on which a significant part of the members of the SC are expected to be absent (e.g. during school holidays), this period shall be extended by two weeks;

- c. The proposal shall be voted on after public discussion in a plenary meeting of the SC or its Coordinating Committee, to which the Group's Coordinator is invited, who may give a brief presentation.

5. The Dissolution of a Research Group must be submitted for consultation by the Scientific Council. The proposal for the dissolution of the Group is addressed to the SC Board by the majority of its members. It must indicate the scientific, financial, or human resources reasons that justify it. The proposal shall be discussed and voted on at the following meeting of the Scientific Council or CCSC. For the dissolution of a Group to be rejected by the SC, a plan for the continuation of the Group's activities must be presented to the SC Board.

6. According to Article 23, point 4, of the LIP Internal Regulations, the Group's Coordinator is periodically elected by secret ballot by the Group's researchers, technicians and doctoral students. The election should be held every two years. The election method to be adopted can be defined by each group (technical assistance can be requested from the LIP Computing Centre), respecting the following principles:
 - a. All members of the Group who hold a PhD or equivalent may be candidates for Coordinator (see Art. 20, point 1. of the LIP Internal Regulations);
 - b. All nominations, including those of the outgoing coordinator, must be announced electronically to the whole group and the SC Board at least two weeks before the election date.

7. The LIP research lines should correspond to scientific-technological sub-areas that combine groups dedicated to similar themes or using similar techniques or infrastructures.
 - a. At the date of adoption of this regulation, the existing lines are:
 - i. In Experimental Particle and Astroparticles Physics area: LHC Experiments and Phenomenology; Structure of Matter; Cosmic Rays; Neutrinos and Dark Matter;
 - ii. In the area of Development of New Instruments and Methods: Development of new detectors for Nuclear and Particle Physics; Instruments and Methods for

Biomedical Applications; Radiation Environments and Applications for Space Missions;

iii. Computing.

- b. The SC Board proposes the formation or alteration of a Research Line to the Plenary after hearing the Directorate and following a proposal by the Coordinators of the Research Groups that intend to integrate the Research Line.

Art. 9 Evaluation of the Researchers

1. According to Article 31 of the LIP Internal Regulations, all researchers with paid contracts with LIP are subject to the evaluation procedures described in these regulations.

2. The Objectives of the evaluation process are:

- a. To provide LIP with an overview of its skills and potential, its strengths, weaknesses, and investment needs to improve the quality and performance of its human resources;
- b. To provide researchers with a professional development tool which allows them to evaluate their performance, follow their scientific path and provide information for career progression purposes (according to Article 29 of the LIP Internal Regulations, a positive evaluation is required for career progression purposes).

3. Procedures and deadlines:

- a. The evaluation of each researcher is carried out every three years. If this is the first evaluation at LIP, the assessment may cover a more extended period to be defined by the researcher. If The researcher presents a justified request, the evaluation may be anticipated to the regular cycle (every three years).
- b. The evaluation process is organised annually, covering groups of researchers following guidelines defined by the CCSC and deadlines set annually by the SC Board, including an initial meeting between the panel coordinators and the SC Board. This meeting, to which all other panel members are invited, aims to clarify

and harmonise the evaluation criteria in a perspective of relative justice between different areas and career stages.

- c. The evaluation is based on a written report from the researcher and an interview between the researcher and an evaluation panel.
- d. The result of the individual evaluation of each researcher is a written evaluation report that includes a numerical classification prepared by each panel, which will be sent simultaneously to the SC Board and to the researcher.
- e. In the case of divergence, the researcher may present to the SC Board, within ten working days from the dispatch of the assessment report, a reasoned appeal against the result of that year's assessment. This appeal may have a maximum of two stages:
 - i. In the first step, the SC Board discusses the evaluation with the panel, which may or may not revise the assessment, including the classification.
 - ii. In the event of disagreement with the result of the previous stage, the researcher may request once a repeat evaluation for that year, with justification and within five working days. The SC Board shall then appoint a different panel for this purpose. This re-evaluation is necessarily done on the same researcher's report used for the initial evaluation, and there must be a new interview.
 - iii. The evaluation report is considered final if the ten-working day period expires without an appeal filing. In the event of an appeal, the evaluation report resulting from that process is considered final. The final assessment report shall also be sent to the Directorate and to the Secretariat for archiving.

4. Scoreboard:

- a. The Evaluation Panels shall be appointed annually based on a proposal made by the SC Board, in consultation with the Directorate, and approved by the CCSC;
- b. Constitution of the panels:
 - i. For each of the major scientific areas of LIP - Experimental Physics of Particles and Astroparticles; Development of New Instruments and Methods; Computation - the core panels will be composed of three members of the

Scientific Council of LIP, with a definitive nomination, including necessarily one person from the considered area and one from another. Members of groups from other topics with a relevant connection to computing due to their activity may be regarded as from the Computing area to constitute the panels.

- ii. There may be variations to the core panels, where, for specific researchers, one or two members of the core panel are replaced by another who may be considered more suitable, considering the profiles of the workers under evaluation, who may fall into more than one scientific area of LIP, and also seniority or professional category. In justified and exceptional cases of areas with few specialised LIP researchers, it is possible to invite one external member per panel.
 - iii. Before the start of their evaluation, the researcher will have the opportunity to request the SC Board to substitute a panel member;
 - c. The Evaluation Panel shall appoint a Coordinator responsible for conducting the process and preparing the report. The coordinator must necessarily be a LIP member.
 - d. Panel members have a duty of confidentiality regarding sensitive matters, including projects discussed with the interviewee.
5. Researcher's report:
- a. The researcher should prepare a 3 to 5-page report on their professional career, focusing on the period under evaluation. Without prejudice to the inclusion of other elements deemed relevant, the information should focus on the following points:
 - i. Scientific performance
 - ii. Capacity of scientific organisation
 - iii. Advanced training and student guidance
 - iv. Connection with society and participation in the internal life of LIP

- b. In each of the points indicated, the objectives achieved and difficulties encountered during the evaluation period should be explained, as well as the goals the researcher plans to accomplish in the next three-year period;
- c. The SC Board should provide guidelines on the most relevant aspects to be focused on in each item and a standard reporting format based on these guidelines to all SC members.
- d. These guidelines and standard reporting format should be approved for each three-year cycle by the SC or C4.
- e. The report should be sent to the panel 14 days before the interview.

6. The objectives of the interview are:

- a. Review the performance of the researcher during the evaluation period;
- b. To provide room for honest and open reflection on the researcher's career, which will help them to plan their future career;
- c. To identify with the researcher the areas for investment and actions to be taken during the next triennium and to detect any special training needs.

7. The results of the evaluation are:

- a. An evaluation report, drawn up by the Panel following the standard template provided by the SC Board, including:
 - i. A reasoned assessment of the researcher's performance during the evaluation period, focusing on the criteria identified in point 5.a above, whenever possible, comparing the previously set objectives with the results obtained and considering its framework in the broader plan of the respective scientific areas;
 - ii. Objectives for the next triennium and possible areas for improvement;
 - iii. A rating that should take integer values from 1 (minimum) to 5 (maximum).
- b. The researcher's report and the evaluation report should be made available to the researcher, the SC Board, the Directorate, and the Secretariat for archiving. The researcher's information should also be made available to the appeal panel, if any, and to the assessment panel of the following cycle. Except with the express

permission of the researcher, reports should not be made available to parties other than those indicated above.

- c. A global evaluation report prepared by the SC Board to be presented to the Scientific Council at the end of the triennial evaluation cycle. This report shall include an unnamed global assessment of the evaluation results, identifying training necessities of LIP researchers and human resources needs in specific areas, and other relevant issues arising from the evaluation process. This report should be one of the instruments for elaborating and updating the strategic plan for the research staff.

8. Classification

- a. Partial numerical ratings are awarded for each criterion (listed in 5.a) and a single final grade.
- b. Five levels of final and partial classification are possible:
 1. *Insufficient*
 2. *To be improved*
 3. *Good*
 4. *Very Good*
 5. *Excellent*
- c. To determine numerical classifications, the degree of the exigency of the criteria to be applied should consider the researcher's scientific area and current professional category.
- d. For admissibility to internal promotion competitions within LIP (Art. 29, point 4 of the internal regulations), the final negative marks are 1 and 2, and the positive ones are 3, 4 and 5.

- e. The final score is calculated as a weighted average of the partial scores, weighted according to coefficients that may vary within the intervals defined in Table 1. Within these intervals, the choice of coefficients (responsibility of the evaluation panel) is necessarily the one that, respecting unitarity, maximises the average. The panel is also allowed to introduce, with justification, an adjustment of +/- 0.25 on that average. The final value is rounded to the nearest unit and presented in integer numbers.

Criterion	Lower limit	Upper limit
A. Scientific Performance	40%	70%
B. Capacity of scientific organisation	10%	40%
C. Advanced training and student guidance	10%	20%
D. Connection with society and participation in the internal life of LIP	5%	30%

Table 1. Ranges for the weighting coefficients of the partial assessment criteria.

- f. A different procedure may be applied to LIP researchers whose assigned work functions are not primarily research but rather support the LIP's scientific, technological and societal activity, with activities integrated in the LIP's infrastructure plans, competence centres or offices. In such cases, the D component may be preponderant. In other words, the weight of the D component shall have limits of [50-90] %, cancelling out the lower limits of the other criteria. After hearing from the researcher, the SC Board and the LIP's Directorate are responsible for indicating which researchers have these functions.