

Institute of Biomedical Technologies
University of La Laguna Internal Rules

and Regulations SECTION I: NATURE

AND PURPOSES Article 1

The Institute of Biomedical Technologies (hereinafter ITB, as the acronym of its Spanish' name, "Instituto de Tecnologías Biomédicas"), is a Research Institute of the University of La Laguna (hereinafter ULL) created by decree 11/2006 of the Government of the Canary Islands, conceived as a multidisciplinary center dedicated to basic and applied research in Biomedicine, Biotechnology and Life Sciences, which integrates the activity of researchers from different areas of knowledge, centers, departments, hospitals, platforms and of scientific-technological service units of the ULL. In order to ensure the best development of its activities, the ITB will establish the necessary collaborations with other institutions and bodies with complementary objectives.

Article 2

The mission of ITB is the development of biomedical research with a translational orientation in relation to the bio-sanitary needs of the environment through the following activities: 1) Design and execution of research projects; 2) Organization of interdisciplinary postgraduate programs, personnel training, courses, seminars, congresses and any other activity related to training in the field of the institute; 3) Advising public and private institutions for the design of scientific policy strategies and bio-sanitary technologies; 4) Establishment of cooperative interactions with other research centers for the implementation of larger-scale scientific policies; 5) Collaboration with the productive sector for the development of biotechnological applications for specific problems, promoting the creation and transfer of technology; 6) Implementation of healthcare innovation based on the results of biomedical research; 7) Dissemination of Biomedicine and Biotechnology concepts and advances, thus contributing to the generation of a cultural dynamic favorable to their development and the promotion of the universal dissemination of their knowledge. In meeting its goals, ITB is committed to equality and inclusion and will, therefore, conduct its activities in accordance with the corresponding policies of ULL.

SECTION II: INSTITUTE PERSONNEL

Article 3

ITB is constituted by research personnel, administration and services personnel and technicians. The list of members will be duly updated, coinciding with the preparation and presentation of the Institute's annual report.

Article 4

1. The research personnel of ITB will be constituted by the researchers whose affiliation to the Institute is approved according to the present rules and regulations, the ULL Statutes and the specific regulations that may be drawn up by the Governing Board. Throughout this regulation, the different levels of active researchers are included within the following categories: a) Principal Investigators (PI): Senior researchers with a PhD and a permanent or fixed-term employment contract at ULL, University Hospitals or other research bodies belonging to public or private centers who are responsible for research projects funded by competitive calls of regional, national or international scope (hereinafter "competitive projects") that are partially or totally developed in the Institute; b) Associate Investigators (AI): Researchers with a PhD and a permanent or fixed-term employment contract at ULL, University Hospitals or other research structures belonging to public or private centers who participate in competitive projects and are members of a research group of the Institute or perform competitive translational clinical research; c) Trainee Researchers (TR): Research personnel without a PhD assigned to projects developed in the Institute with grants and specific research contracts; and d) Administration and Service Personnel (ASP): Administration and service personnel and technicians affiliated to ULL and associated units, and those assigned or hired for specific programs. In exceptional cases in which established researchers without a PhD are PIs of regional, national or international competitive projects, they may be considered "associate researchers", as agreed by the Executive Committee, and must be, in any case, integrated into a constituted group.

2. ITB may have honorary members in the case of researchers of recognized prestige who have stood out for the quality, duration and impact of their activity, appointed by the ULL Chancellor on the recommendation of the Board of the Institute.

Article 5

1. Membership of ITB will always be temporary and dependent on the development of specific research projects, and will require a formal request addressed to the Institute's Director and must be approved by the Board of the Institute at the proposal of the Executive Committee.

2. The application must be accompanied by the CV and: a) Documentation providing proof of their current projects in the case of the PIs; b) A letter from the team leader to which they are assigned; c) Documentation providing proof of their grant or contract and a letter from the corresponding team leader.

Article 6

1. Researchers who apply to join ITB as responsible PIs or AIs, must meet the following requirements: a) Be the principal investigator of a project funded by competitive calls of regional, national or international scope, which is completely or partially conducted at the Institute, or participate in that type of project; b) Have a CV related to the objectives of ITB and of sufficient

scientific quality, in accordance with the usual criteria of the national and international reference agencies, and those specifically approved by the Executive Committee for each multi-year period.

2. In this regard, the Executive Committee, with the advice of the Scientific Advisory Committee, will approve, for each multi-year programming period, the specific criteria required for acceptance as ITB membership and for the constitution of research groups and areas, which in no case will mean a reduction in quality with respect to the previous period.

Article 7

ITB membership will be terminated when any of the following circumstances occurs: a) Formal presentation of a request for withdrawal by the interested party to the Institute's Director; b) Prolonged absence of participation in research projects linked to the Institute; c) Insufficient productivity in accordance with the objectives and strategic plans of the Institute; d) Demonstrated and objective disengagement from the Institute's research groups; e) Reiterated lack of collaboration in the Institute's activities or reiterated failure to comply with the Institute's regulations. In the cases described in sections b, c, d and e, the Executive Committee must submit a reasoned and documented proposal for approval by the Board of the Institute, prior to the corresponding hearing procedure concerning the researcher in question.

Article 8

The ASP and the technical personnel of ITB will be those ascribed to the Institute by ULL, or those that are incorporated as a result of contracts or agreements with other private or public institutions for specific research programs. The binding nature and regime in each case will be that determined by the contractual conditions. The administration and services staff of the Institute are responsible for the management and administration, with supporting roles and research assistance. Their specific functions will be established in relation to the activity of the research programs in progress.

SECTION III: GOVERNING BODIES

Article 9

The governing bodies of ITB are of two types: collegiate and single-person, and correspond, respectively, with the Board of the Institute, the Executive Committee, the Director, the Deputy Director and the Secretary.

Sub-section 1: The collegiate bodies

Article 10: The Board of the Institute

The Board of the Institute is the highest governing body of ITB and is composed of: a) All Principal

Investigators; b) A representation of the Associated Investigators, equivalent to 30% of the number of research groups; c) A representation of the Trainee Researchers, equivalent to 20% of the number of research groups; and d) a representation of the ASP and technical personnel, equivalent to 10% of the number of research groups. The Council will be renewed in terms of its representative sectors every 4 years by means of elections convened by the director of the Institute.

Article 11

The functions of the Board of the Institute are: a) To prepare and modify its Internal Rules and Regulations Regime, which must be approved by ULL Government Board; b) To elect and propose the appointment or, where appropriate, the dismissal of the Institute's Director; c) To approve the incorporation of new members or the finalization of their membership, at the proposal of the Executive Committee; d) To approve the creation of new groups, research areas, assistance units or common technical services, or the modification of existing ones, at the proposal of the Executive Committee; d) To approve the action plan, the budget and the annual report of the Institute's activities; e) To approve the proposal for the appointment of honorary members; f) Any others that are attributed to it by the ULL Statutes and other rules of application.

Article 12

1. The members of the Board of the Institute have the following rights: a) To attend with a say and vote the meetings of the Board and the committees which they form part of; b) To collect and receive directly from the Secretariat the information and documentation required concerning the activities of the Institute; c) To submit proposals to the plenary session or to the commissions for debate and approval, if applicable; d) To know in advance the issues and proposals included in the agenda of the sessions.

2. The members of the Board of the Institute have the duty to: a) Be part of the commissions for which they are appointed or elected; b) Attend plenary sessions, as well as the committees which they belong to; c) Not to use the documents that are provided for purposes other than those for which they were intended.

Sub-section 2: Committees and the Advisory Committee

Article 13

The Board of the Institute will have the power to create the committees it deems necessary, setting out in the creation agreement the scope of its powers, which in no case may exceed those of the Board.

Article 14: The Executive Committee

1. The Executive Committee will be composed of the following persons: a) The Director of the Institute, who shall preside over it; b) The Deputy Director; c) The Secretary; d) The research coordinators of the research areas. In accordance with its competences and in relation to the best exercise of its functions, the Board of the Institute may agree on modifications in the composition of the Executive Committee.

2. The functions of the Executive Committee are: a) To propose to the Board of the Institute the questions referred to in article 11; b) To establish the specific criteria, which can be used in each multi-year period, for the evaluation of applications for new members; c) To evaluate applications for the incorporation of new members or termination of assignments, and to present the corresponding reasoned proposals to the Board of the Institute; d) To coordinate the activity of the research areas; e) To plan the development policy of the Institute in regard to access and personnel; f) To propose to the Board of the Institute and to the governing bodies of the ULL agreements or contracts to conduct research or provide services; g) To prepare the action plan and the annual report of activities for presentation to the Board of the Institute; h) To propose guidelines and strategic policies in relation to postgraduate training; i) To prepare the proposals to reform the Rules and Regulation.

Article 15: The Scientific Advisory Committee

1. The Scientific Advisory Committee will consist of at least three scientists of recognized international prestige in the field of Biomedicine and Biotechnology, who do not have direct links with the University of La Laguna or other higher education or research centers in the Canary Islands.

2. The members of the Scientific Advisory Committee will be appointed by the ULL Chancellor on the proposal of the Executive Committee, after ratification by the Board of the Institute, with its composition being revised every four years or when circumstances require.

3. The functions of the Scientific Advisory Committee will consist of advising and assisting the Executive Committee and the Institute's Director in matters of relevance for the operation and development of the center, issuing the reports that are relevant for that purpose.

4. For such purposes, the Scientific Advisory Committee will evaluate the activities of the Institute every four years, preparing a report including the suggestions it deems appropriate, and that the director of the Institute will present to the Chancellor of the ULL and to the President of its Social Board.

Sub-section 3: The collegiate bodies

Article 16: Regulations concerning the of sessions

The collegiate bodies will meet in ordinary session, at least once a year, and in extraordinary

session when so agreed by the Director, or requested by at least a quarter of its members, who are required to express in the request the matters to be dealt with that justify the call.

Article 17: Convocation, order of the day, quorum and minutes

1. The convocation of the ordinary sessions of the collegiate bodies of the Institute will take place at least 48 hours in advance in the case of ordinary sessions, or 24 hours in the case of extraordinary sessions.

2. The said convocations will be notified by the Secretary of the Institute to each of the members of the collegiate body concerned by any means admitted by law, stating the order of the day, place, date and time for holding the session, attaching the necessary documentation for the debate and adoption of agreements, or facilitating access to it.

3. The order of the day of the sessions of the collegiate bodies will be decided by their presidencies, and may be modified by agreement of the majority of its members, at the proposal of the presidency.

4. In order to initiate a session of the collegiate bodies of the Institute, it will be necessary, in the first convocation, the presence of half plus one of its members, including the president or secretary, or those who substitute them. In the second convocation, which will be fixed fifteen minutes later, the presence of a third of its members will be required.

5. No matter that is not included in the order of the day may be subject to deliberation or agreement, unless half plus one of the members of the corresponding body are present and the matter is declared urgent by the favorable vote of the majority.

6. The Secretary of the Institute will record each session of the collegiate body in question, which must contain, at least, the list of attendees, the order of the day of the session, the circumstances of the place and time in which it is held, the main points of the deliberations and the agreements adopted. The minutes will be signed by the Secretary with the approval of the person who exercises the presidency, and will be approved in a subsequent session of the body.

Article 18: Adoption of agreements

For the adoption of agreements, the collegiate bodies of the institute must be assembled by regulation, adopting the agreement by a simple majority of the members present, without prejudice to the special majorities set out in the Rules and Regulations.

2. The vote of the members of the collegiate bodies will be personal and non-delegable, postal voting or early voting will not be permitted.

3. The adoption of agreements in the collegiate bodies may be performed by any of the following procedures: a) assent to the proposal of the person presiding over the body; b) ordinary voting by

show of hands; c) secret ballot voting, when dealing with issues relating to persons or requested by any of its members. In the event of a tie in any agreement, the provisions of the Statutes of the ULL regarding the deciding nature of the vote of the president will apply.

Sub-section 4: The single-person bodies

Article 19: The Director of the Institute

1. The appointment of the Director corresponds to the ULL Chancellor, in accordance with the proposal of the Board of the Institute, for a term of four years and may not be appointed for more than two terms.

2. The Board of the Institute will elect the Director from among the responsible researchers belonging to it who have a permanent or contractual employment contract with the ULL by secret ballot and after presentation of the program each candidate intends to enact. The election will require an absolute majority in the first round, or a simple majority in the second round to be held the following day, provided that the votes exceed one third of the members of the Board.

3. The Director shall cease to hold office when any of the following circumstances occur: a) Term of office finishes; b) Resignation presented to the Board and accepted by the Rector; c) Loss of the requirements required for their election; d) Permanent physical disability that disqualifies them from holding the position; e) Loss of the confidence of the Board expressed by the approval of a motion of censure or reprobation regarding a question of confidence; f) Legal incapacity.

4. At the end of the term of office, the Institute's Director and its team will continue in office until the inauguration of their successors, and must call elections in accordance with these Rules and Regulations.

5. In the event of vacancy due to absence, cessation or illness, the Deputy Director will become the acting Director of the Institute.

Article 20:

The following competencies correspond to the Institute's Director: a) To exercise the representation, management and ordinary control of the Institute; b) To execute the resolutions of the Board and the Executive Committee; c) to propose the appointment of the other individual bodies of the Institute; d) To convene, decide the order of the day and preside over the corresponding collegiate bodies, which will have a quality vote; e) To comply with and enforce the regulations of the Institute and the dispositions issued by the governing bodies of the ULL; f) To ensure compliance with the teaching and research tasks entrusted to the Institute; g) To present the plan of activities and the annual report to the Board of the Institute for discussion and approval, before presenting it to the governing bodies of the ULL; h) To approve the organization of activities, courses or press releases in which the name of the Institute appears; i) To authorize

expenses and payments derived from the general budget of the Institute; j) Any other competence attributed to it by the current regulations or the Rules and Regulations.

Article 21: The Sub-directorate of the Institute

The Deputy Director will be appointed and dismissed by the Chancellor, at the proposal of the Institute's Director, from among the responsible researchers. The Deputy Director will be responsible for the functions delegated to him or her by the Director and the entrusted to him or her by these Rules and Regulation. The term of the Deputy Director will be the same as that of the Director, terminating by resignation, loss of the necessary requirements or decision of the director of the Institute. In case of absence, vacancy or illness the Deputy Director will be provisionally replaced by a member of the Executive Committee appointed by the Director. In order to be more effective in the development of its functions, the sub-directorate may be divided into two, representing both the basic orientation groups as well as the clinical and translational groups.

Article 22: The Secretary of the Institute

The Secretary will be appointed and dismissed by the Chancellor, at the proposal of the Institute's Director, from among the principal or associated investigators. The term of the Secretary will be the same as that of the Director, terminating by resignation or decision of the latter. In case of absence, vacancy or illness the secretary will be provisionally replaced by a member of the Board of the Institute appointed by the director.

Article 23:

Without prejudice to other competences set out in these Rules and Regulations, the Secretary's functions are the following: a) To attest the agreements and resolutions of the collegiate bodies; b) To guarantee the dissemination and publicity of the agreements, resolutions and other general norms of institutional functioning among the members of the Institute; c) To keep the register, safeguard institutional documents and issue the corresponding certifications; d) Any other that is delegated by the director of the Institute.

Sub-section 5: The electoral system

Article 24: Legal system and procedure

1. Elections to the governing bodies of the Institute will be governed by the provisions of these Rules and Regulations and other applicable regulations within the scope of the ULL, and will be conducted through universal, free, direct, secret and non-delegable suffrage, held on a working day.

2. The Electoral Commission will be formed by three members of the Institute appointed by the Executive Commission: a) One representing the principal investigators, who will exercise the

chairmanship of the commission; b) One representing the associate investigators; and c) One representing the trainee researchers, who will act as secretary. 3. The powers of the Electoral Commission will be those set out in the ULL Statutes for the General Electoral Commission, adapted to its action scope.

Article 25: Variations and vacancies

1. Eligible members of the Board will be elected by their respective sector by means of elections convened by the director of the Institute. The percentages referred to in article 10 will be calculated with respect to the number of ex officio members of the Board, updated on the date of the announcement of the elections.

2. Vacancies that occur during an academic year will be filled in each affected sector by the candidates who finished closest behind the elected candidates in the corresponding list.

SECTION IV: ORGANIZATION AND WORKINGS

Article 26: Research groups

1. ITB is organized into research groups and areas, and, where appropriate, platforms, assistance units and service units, according to the guidelines approved by the Board of the Institute, at the proposal of the Executive Committee. The research groups will include, at least, one principal investigator who has a competitive research project, of sufficient substance and funding in the opinion of the Executive Committee, and a well-defined research line in relation to the activities and objectives of the Institute. Researchers who direct or participate in competitive clinical trials nationally or internationally can be organized into translational clinical groups.

2. The creation of new groups or modification of existing ones must be approved by the Executive Committee and ratified by the Council. The contract researchers and trainee researchers will be part of the groups who develop the projects in which they are hired.

Article 27: Research areas

1. In order to better meet their scientific objectives, different groups may be organized into research areas and units, conceived as homogeneous and reasonably sized scientific groups, based on common and/or complementary research lines, and whose activity will be coordinated by one of the principal investigators in them.

2. The creation of new research areas or the modification of existing ones must be approved by the Board, at the proposal of the Executive Committee.

3. In a dynamic manner and in accordance with the multi-year strategic plans of the Institute, the different groups and areas may be organized into specific programs or adopt any modality of

transversal articulation that is suitable for their objectives.

SECTION V: ECONOMIC MANAGEMENT

Article 28

In order to carry out its activities, ITB will have the following resources: a) The goods, equipment and facilities that, previously inventoried, will be assigned to it by the ULL; b) The economic resources that, in accordance with the needs and objectives of its annual programming, are allocated in the budget of the ULL; c) The external resources obtained by the Institute itself from companies and institutions, which will be included in the budget of the ULL, although assigned to the fulfillment of the purposes of ITB in accordance with the legally established procedures.

Article 29

1. ITB may sign contracts with individuals and public or private entities to conduct research, training or advisory programs, in accordance with the procedure established in the regulations of the ULL.
2. The contracts signed by researchers on their behalf that involve the use of equipment, facilities or material means of ITB, will require the prior approval and authorization of the Institute's Director.

SECTION VI: RIGHTS AND OBLIGATIONS OF THE MEMBERS OF THE INSTITUTE

Article 30

1. Any principal investigator in a research project that is conducted at ITB and contributes to the indirect costs, has the right to be assigned a space that guarantees the development of their activity.
2. The Institute's Director, with the prior agreement of the Executive Committee, will allocate the spaces used by the different researchers and groups according to their needs, size, scientific production and contribution through indirect costs.

Article 31

The research personnel of the ULL may have access to the equipment and general services provided by the Institute, in accordance with the rules of use established by the Executive Committee and upon formal request, which must be approved by the latter. The Executive Committee will promote the availability of spaces for temporary use by researchers linked to the

ULL or visitors who formally request it in the context of specific projects.

Article 32

The ITB personnel will have the obligation to correctly use the common equipment and services, in accordance with the regulations of established use. Damage caused by reiterated or negligent misuse may result in the restriction of use and the corresponding economic responsibilities.

Article 33

The members of the Institute must textually state their ITB membership in all their publications and scientific communications, as: "Instituto de Tecnologías Biomédicas, Universidad de La Laguna". Reiterated failure to comply with this obligation may result in the application of article 7, causing the Executive Committee to propose to the Board of the Institute the termination of their membership, prior to the corresponding hearing procedure.

Article 34

ITB members cannot endorse with their signature requests for general equipment and large scientific infrastructures outside the Institute in those calls which ITB explicitly participates in, unless expressly authorized by the Executive Committee.