

Participatory Budget Regulation

The Faculty of Biotechnology (ESB) recognises the social and environmental urgency facing humanity and the challenge of finding solutions that transform on a scale that is necessary but difficult to predict today. It also understands the basic pedagogy of intervening by example. With this aim of evolving its own culture and way of operating, this initiative has been created to fund small projects that improve the institution's ecological and social footprint.

I – General provisions

Article 1º

Object

This regulation establishes the operating rules of the ESB's participatory budget.

Article 2º

Nature

This participatory budget creates a procedure for ESB students, staff and teachers to develop and implement ideas so that, in addition to contributing to the aims set out in the preamble, the spirit of community and empowerment of all those involved is enhanced.

Article 3º

Principles

This participatory budget defends and promotes the principles of justice, fairness, freedom, equality and solidarity.

Article 4º

Objectives

This new ESB instrument aims to:

- i. Reduce ESB's ecological footprint, namely its carbon footprint.
- ii. Increase the quality of life of the entire ESB community.
- iii. Create a space for experimentation that fosters social transformation.
- iv. Stimulate creativity at all levels of activity.
- v. Contribute to the solutions identified in the 17 Sustainable Development Goals of the United Nations 2030 Agenda.

II – Organisation and competences

Article 5º

Co-ordination

The process is coordinated by two ESB lecturers: Margarida Silva and Eduardo Cardoso.

Article 6º

Jury

The final decision on the proposals to be excluded from the final vote is the responsibility of a jury composed as follows.

- i. The director of the ESB, Prof. Paula Castro, who does not have the right to vote and ensures the rigour of the process

- ii. The director of the CBQF Research Centre, Prof. Manuela Pintado
- iii. The president of the Students' Association, Rodrigo Estima Ribeiro
- iv. Prof. Margarida Silva
- v. Prof. Eduardo Cardoso

This jury can ask for opinions from experts, technicians, or other people with competences relevant to the evaluation. It can also propose adjustments to the projects under consideration. The jury reserves the right not to select any proposal, which ends the process before the public vote. The final minutes must contain a brief justification of the decisions taken, as well as any explanation of vote requested by members of the jury. Abstentions are not permitted and none of the members of the jury may be a proponent of any of the projects being analysed. There can be no appeal against the jury's final decision, except where there is an error of form. In this case, it is up to the President of the Porto Regional Centre of the Universidade Católica to settle and close the dispute.

Article 7º

The budget available for each proposal to be financed in this competition is 2000€.

Article 8º

Phases and deadlines

The 2024/25 participatory budget takes place as follows. The deadlines start at midnight and end at midnight on each day indicated.

- i. Publicising the initiative: during November 2024
- ii. Submission of expressions of interest in an online form: until 20 December
- iii. Individual meetings between proposers and the services involved in their idea, if relevant and proposed by the coordination (optional step): 27 December to 17 January 2025
- iv. Submission of detailed proposals in an online form: 6 to 24 January
- v. Verification of the admissibility of the proposals and meeting of the jury to select the proposals to be put to a public vote: 27 to 31 January
- vi. Public announcement of the selected proposals: 10 February
- vii. In-person voting by the ESB community at a single physical polling station: 10 February to 14 March (during working hours)
- viii. Announcement of the final result: 8th April, during the Biotechnology Days
- ix. Implementation of the two most voted proposals: by the end of 2025. This deadline may be extended by decision of the director of the ESB after hearing those involved.

Article 9º

Proposals

Proposals can be submitted by ESB students, alumni, staff or teachers (internal or external), individually or in groups (up to a maximum of 6 people). Each person can participate in an unlimited number of proposals. In the case of groups, it is necessary to identify who is leading the team. Proposals that do not win the vote one year can be carried over to the following year.

Article 10º

Criteria

Proposals must be evaluated, throughout the various phases, according to their contribution to the principles referred to in Article 3 and the objectives listed in Article 4 of these regulations. In addition, those that fulfil these standards will be valued:

- i. clarity
- ii. depth
- iii. relevance

Article 11º

Responsibility

In the event of a tie in the public vote, it is up to the ESB board to decide whether to organise a second round of voting or to fund all the proposals involved. Ultimate responsibility for the implementation of

funded proposals lies with the ESB board. The teams of the selected proposals must be heard and involved throughout the implementation period.

III – Final provisions

Article 12^o

Cases not covered

Any omissions or doubts raised by this regulation will be resolved by the director of the ESB.

Article 13^o

Entry into force

These regulations come into force on 1st October 2024.

Porto, 21st September 2024

Paula Castro
Diretor
Faculty of Biotechnology