

Participatory Budgeting

Regulations

The School of Biotechnology (ESB) recognizes the social and environmental urgency that humanity is facing and the challenge of finding solutions that will bring about the necessary change, which is currently difficult to predict. It also understands the basic pedagogy of intervening by example. With this evolutionary intent of its own culture and way of operating, this initiative has been created to finance small projects that improve the institution's ecological and social footprint.

I – General provisions

Article 1

Purpose

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This regulation establishes the rules for the operation of the ESB participatory budget.

Article 2

Nature

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

Article 3

Principles

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

Article 4

Objectives

This new ESB instrument aims, in particular, to:

- i. To reduce ESB's ecological footprint, particularly its carbon footprint.
- ii. To improve the quality of life for 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 – Organization and competencies

Article 5

Coordination

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

Article 6

Jury

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

- i. The director of ESB, Prof. Paula Castro, who does not have the right to vote and ensures the rigor of the process
- ii. The director of the CBQF Research Center, Prof. Manuela Pintado
- iii. The president of the Student Association, Rodrigo Estima Ribeiro
- iv. Prof. Margarida Silva
- v. Prof. Eduardo Cardoso

This jury may seek opinions from experts, technicians, or other persons with relevant expertise for the evaluation. It may 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 made, as well as any voting statements requested by jury members. Abstentions are not permitted, and no member of the jury may be a proponent of any of the projects under consideration. The jury's final decision is not subject to appeal, except in cases of procedural irregularities. In such cases, the President of the Porto Regional Center of the Catholic University shall be responsible for resolving and closing the conflict.

Article 7

Budget

The budget available for each proposal to be funded in this call for proposals is €2,000.

Article 8

Phases and deadlines

The 2025/26 participatory budget will unfold as outlined below. Deadlines begin at midnight and end at midnight on each day indicated.

- i. Announcement of the initiative: during October 2025.
- ii. Submission of expressions of interest via online form: until November 16
- iii. Individual meetings between applicants and the services involved in their idea, if relevant and proposed by the coordination team (optional step): November 17, 2025, to January 9, 2026
- iv. Submission of detailed proposals via online form: January 5 to 23, 2026
- v. Verification of the admissibility of proposals and jury meeting to select proposals to be submitted to public vote: January 26 to 30
- vi. Public disclosure of selected proposals: February 10
- vii. In-person voting by the ESB community at a single physical polling station: February 10 to March 6 (during working hours)
- viii. Announcement of the final result: March 11
- ix. Implementation of the two proposals with the most votes: by the end of 2026. This deadline may be extended by decision of the ESB director after hearing those involved.

Article 9
Proposals

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

Article 10
Criteria

Proposals shall be evaluated throughout the various stages according to their contribution to the principles referred to in Article 3 and the objectives listed in Article 4 of this regulation. In addition, those that comply with the following standards shall be valued:

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

Article 11
Responsibility

In the event of a tie in the public vote, it is up to the ESB management to decide whether to organize a second round of voting or to fund all the proposals involved. The ultimate responsibility for the implementation of the funded proposals lies with the ESB management. The teams behind the selected proposals must be consulted and involved throughout the implementation period.

III – Final provisions

Article 12
Omissions

Any omissions or doubts arising from these regulations shall be resolved by the director of ESB.

Article 13 Entry
into force

This regulation shall enter into force on September 1, 2025. Porto,

August 21, 2025

Paula Castro Director
School of Biotechnology