

**REGULATION 1/2020, ON THE CRITERIA FOR THE CREATION
OF OBSERVATORIES, THINK TANKS AND OTHER SIMILAR
STRUCTURES AT UNIVERSIDAD SAN PABLO-CEU**

Approved by the Governing Council at its meeting on 29 January 2020 and by the Board of Trustees at its meeting on 15 February 2020

Article 8.1 of the current Organisation and Functioning Rules of Universidad San Pablo-CEU establishes that, in addition to Schools, Departments, University and Inter-University Research and Teaching Institutes, the University shall be made up of those other centres or structures necessary for the performance of its functions. Likewise, art. 15 f) establishes that the Board of Trustees is responsible for approving the creation of any other structures necessary for the performance of the University's functions, including observatories, think tanks, and other similar structures.

The dynamism and concerns of the University's teaching and research personnel, together with a changing society, calls for the regulation of structures such as observatories, think tanks, and other similar structures, analogous in their day to external research chairs.

These and others constitute an important opportunity to strengthen the depth of cooperation between the university world and society, for the generation of knowledge and its transmission, and as a breeding ground for ideas that transcend society or are the seed of lines of research.

This model is applicable not only to internal initiatives of the teaching and research personnel within the Schools, but also to collaborations with companies, associations or public administrations, under the protection of the autonomy referred to in art. 2 of the Organisation and Functioning Rules, and with the aim of promoting the social transfer of knowledge (art. 96) and ensuring the link between the university and the socio-economic reality, as a way of articulating the transfer of the knowledge generated and the presence of the University in innovation processes in the productive system and in companies (art. 99 g).

By virtue of the above, in accordance with the provisions of art. 8.1, 15 f), in relation to art. 29 c), being a general provision that aims to establish the criteria for the creation of observatories, think tanks, and other similar ones, its approval corresponds to the University's Board of Trustees, at the proposal of the Governing Council.

Article 1. Definition and object

The observatories, think tanks, and other similar structures are an alternative for the generation of knowledge, as well as its dissemination and transfer, ensuring the presence of the University in the innovation process of the productive system and companies. They may also constitute an additional means of collaboration between the University and external entities in matters of common interest, for a given period of time.

Article 2. Procedure for their creation and competent bodies

1. The initiative for the creation of observatories, think tanks, or similar structures shall correspond to the teaching and research personnel, Deans, the Director of the School or Institute, as well as the Vice-Rectors of the University.

In the event that a proposal is carried out by the teaching and research personnel, it shall have the favourable report of the corresponding Dean, Director of the School or Institute, as well as the approval of the competent Vice-Rector in terms of research, who will submit it to the Governing Council.

2. In accordance with what has been set out in article 29.e) of Organisation and Functioning Rules, the Governing Council is in charge of proposing the creation, to the Board of Trustees, of the centres or structures necessary for carrying out its functions which are under this Regulation.

3. The Board of Trustees, in accordance with articles 8.1 y 15 f) of its Organisation and Functioning Rules, shall approve the creation of the observatories, Think-Tanks or similar structures, under the terms it deems appropriate.

In the case of the creation of a structure with the participation of a collaborating entity, by the University, the agreement can only be concluded by a convention established in article 2.4 vi. of these Criteria, once the Board of Trustees has authorised its creation, by means of an agreement adopted for the purpose.

4. The proposal for the creation shall include the following information necessary for its assessment:

- i. The interest that the creation of the think tank or other similar structures means for the School or Institute.
- ii. The specific objectives pursued by the creation of the observatories, think tanks, or similar structures and the activities that are expected to be carried out within it for the achievement of such objectives.
- iii. The structure planned for the functioning of the observatories, think tanks, or similar structures, and according to article 5 of this Regulation, as well as its assigned location and spaces.
- iv. The think tanks or other similar structures expected duration, according to what has been set out in article 4 of this Regulation.
- v. The operating budget, which shall be included in the Budget of the School or Institute to which it is attached.
- vi. In the event that it does not involve the participation in a collaborating entity, the convention's draft forecast for the creation of the observatories, think tanks, or similar structures, shall contain all previous sections and guarantee the autonomy and economic sufficiency for the development of the actions envisaged. As a guideline, the following shall be incorporated into this Regulation, as well as ANNEX I, a convention model for these purposes.

- vii. Any other relevant information or circumstance that makes the creation of observatories, Think-Tanks or similar structures advisable.

Article 3. Objectives and activities

The proposal made will contain the specific objectives aimed at with the creation of the observatories, think tanks, or similar structures, as well as the activities of interest that seeks to develop in the centre for the achievement of such objectives. Among others, the following can be considered:

- i. Research and Development activities, such as the creation and promotion of research lines.
- ii. Activities for the dissemination and transfer of knowledge, such as the organisation of Congresses, Seminars, Conferences and Experts meeting, the development of publication, the dissemination and promotion of the activities of the observatories, think tanks, or similar structures.
- iii. In the case of those observatories, think tanks, or similar structures with external financing, complementary activities of mutual interest to the parties, such as, inter alia, the awarding of research and end-of-course awards.

Article 4. Duration

1. The proposal for the creation shall include the expected duration of the functioning of the observatories, think tanks, or similar structures, which shall last for a year at least.
2. In the event that it is set up with the participation of a collaborating entity, the agreement shall also regulate the procedure for its possible extension.

Artículo 5. Structure

1. The proposal of creation shall describe the structure planned for the think tank or similar, that necessarily shall include a Monitoring Commission, as well as a director.
2. The Monitoring Commission is the collegiate governing body of the observatories, think tanks, or similar structures created to guarantee its good functioning.

The Monitoring Commission will consist of its Director, by a minimum of three years and a maximum of five representatives of the appointed School/Institute, with the approval of the Rector and the corresponding Dean/Director of the School/Institute, who shall chair it. In the event that it is constituted with the participation of a cooperating entity, the number of representatives shall be equal and each party shall designate its own representatives.

The Monitoring Committee shall meet at least once a year on an ordinary basis and, on an extraordinary basis, when convened by the Dean/Director of the School/Institute or at the request of the Director of the Observatory, Think-Tanks or similar structures. In the event that it is

constituted with the participation of a collaborating entity, the latter may also, through its representatives, request the convening of an extraordinary session.

The Monitoring Commission shall have, among others, the following functions:

a) To propose the annual plan of activities, as well as a draft budget for the financing of the activity of the observatories, think tanks, or similar structures, which shall be incorporated into the annual budget of the School or Institute to which it is attached.

b) To ensure compliance with the aims and conditions of its creation.

c) The approval of the annual financial and activities report presented by its Director.

3. The Director is the unipersonal governing body of the Observatory, Think-Tanks or similar structures. It is appointed, with the approval of the Rector, by the Dean/Director of the corresponding School/Institute.

The Director will be a professor of the University (including Emeritus and Extraordinary Emeritus), with recognised professional and scientific prestige in the corresponding field and, preferably, a Professor or Permanent Professor with permanent dedication to the University. In the event of not being a permanent lecturer (excluding Emeritus), a Co-Director may be appointed as such.

The Director shall have, among others, the following functions:

a) To promote the development of the activities foreseen.

b) To represent the observatories, think tanks, or similar structures.

c) Planning, monitoring and executing the activities of the observatories, think tanks, or similar structures.

d) To request, where appropriate, the Dean/Director of the corresponding School/Institute to convene the Monitoring Committee.

e) The presentation, with the approval of the Dean/Director of the corresponding School/Institute, of the annual financial and activities report to the Monitoring Committee.

Article 6. Economic conditions and financing

1. The proposal for the creation of the observatories, think tanks, or similar structures will include the annual allocation foreseen to guarantee the development of the actions of the observatories, think tanks, or similar structures, charged to the annual budget of the corresponding School/Institute.

2. The budget of the observatories, think tanks, or similar structures shall be managed by the Dean's Office/Directorate of School/Institute under the supervision of the Management.

3. In the event that the observatories, think tanks, or similar structures are set up with the participation of a collaborating entity, the provisions of ANNEX II of these Regulations shall apply.

4. The Directorship of the observatories, think tanks, or similar structures shall not be associated with any extraordinary remuneration to the Teaching and Research Personnel who hold it, nor to any of the Professors who are linked to it. Likewise, neither the directorship nor the membership of the observatories, think tanks, or similar structures or their Monitoring Committee shall have consequences in the final draft agenda (POD) in the form of redistribution of performance.

Article 7. Organisational and functional dependency.

The observatories, think tanks, or similar structures created under these Criteria shall depend organically and functionally on the Dean's Office/Directorate of the corresponding School or Institute.

Article 8. University Regulations and Ideology

The observatories, think tanks, or similar structures shall be subject to the internal regulations of the University, which shall be applicable in all matters not covered by these Criteria.

All documents and activities developed within the framework of observatories, think tanks, or similar structures must respect the institutional ideology, values, and style.

Article 9. Termination

1. When their autonomy and financial sufficiency are not guaranteed, or when they cannot be provided for in the budget or there is evidence that they are not carrying out the activities for which they were created, the University's Board of Trustees, in accordance with articles 8.1 and 15 f) of its Organisation and Functioning Rules, shall approve, where appropriate, the suppression of the observatories, think tanks, or similar structures, at the proposal of the Governing Council, following a request from the Dean/Director of the corresponding School/Institute.

2. In any case, the University Board of Trustees may extinguish the observatories, think tanks, or similar structures when circumstances so justify at its discretion.

Single Transitory Provision. Regulations applicable prior to the approval of these Criteria.

The observatories, think tanks, or similar structures created prior to the approval of these Criteria, and which operate in agreement with external entities, shall be governed by the regulations and collaboration agreements under which they were created, without the possibility of extending them at the end of their term.

Those other observatories, think tanks, or similar structures created prior to the approval of these Criteria without the concurrence of external entities shall have 90 calendar days to adapt to these

criteria, provided that they can demonstrate activity in the last six months of the year.

Single derogatory provision. Regulatory repeal

All provisions of equal or lower rank that are contrary to the provisions of these Criteria are hereby repealed.

Single Final Provision. Entry into force

These Criteria shall enter into force the day after their approval by the Board of Trustees of Universidad San Pablo-CEU.