WELCOME GUIDE OF INESC TEC

To the new Collaborator

Welcome!

To host appropriately a new element is, above all, to give him the best integration conditions so that he may, as soon as possible, consider himself a full member of this institution.

This document was made in order to help you, now that you are about to take part in INESC TEC's life.

Our purpose is to give you the most faithful image of this institute and provide you with all the information you will need so that your activity in INESC TEC may be as successful as we hope it will be.

This manual does not intend to be a thorough description of all the procedures but merely a guide about the functioning of this institution. INESC TEC will supply you with information that will help you in your everyday life.
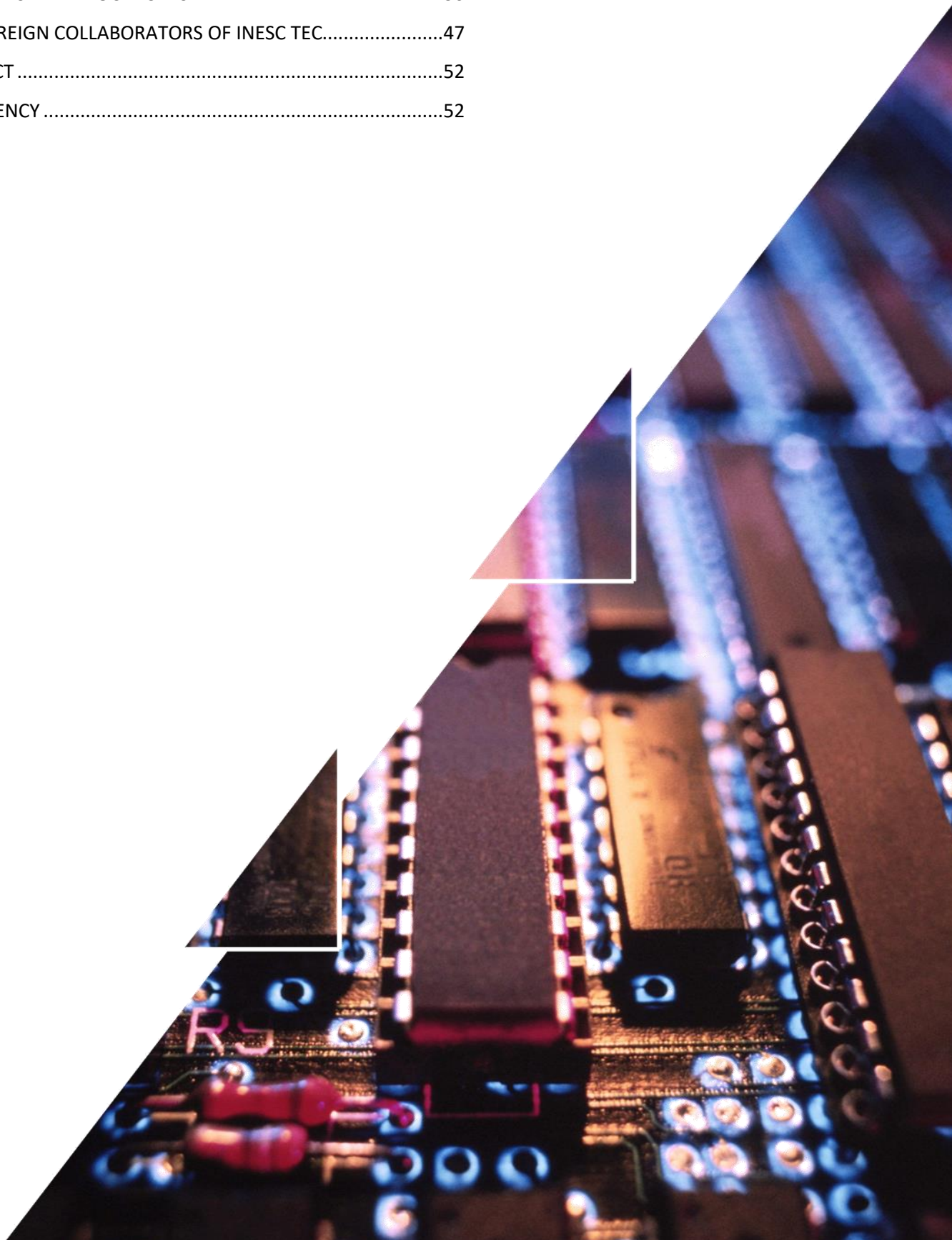
Any doubt that may arises after reading this Welcome Guide should preferably be addressed to Management Support (ag@inesctec.pt), or to the person in charge of the Centre or Service you work in, or to the Secretary that supports your Centre/Service.

Thus, we welcome you and wish you great success at INESC TEC.

The Board

I. THE REASONS FOR A WELCOME GUIDE

To whom?

This Welcome Guide applies in particular to new collaborators.

Nonetheless, the other collaborators can also make good use of it; in fact, they play a significant role in the successful integration of new collaborators.

The aims

The Welcome Guide is a document made in order to globally help new collaborators and also to provide an accurate image of the institution.

It intends to create the best integration conditions for new collaborators so that they will quickly identify themselves with the institution's culture and see themselves as active members of INESC TEC.

It also aims at supplying all useful information in order to be a guide about the functioning of the institution and to contribute to the good socio-professional performance.

II. WHAT TO DO ON YOUR WELCOME DAY

Your collaboration with INESC TEC is the result of previous contacts usually made by your future direct manager.

Once the beginning of your activity is defined, a date will be set for a "Welcome Day", in which the following procedures shall be done: the Secretary of your Centre/Service or your Manager will usually do the initial contact and answer any questions you may have about INESC TEC. Then, some information will be asked for your institutional register and, if it is the case, to apply for the Social Security.

Thus, on that day, you should bring with you the following documents:

- ❖ *Copy of your Identification Card or Passport;*
- ❖ *Copy of your Tax Payer ID Number;*
- ❖ *Social Security Number;*
- ❖ *IBAN (International Bank Account Number);*
- ❖ *Degree Certificate;*
- ❖ *1 photo.*

You will be taken to visit INESC TEC's premises and its different Support Services.

Posteriorly, you will sign the Employment, Grant or Traineeship Contract, according to the type of status that will connect you to INESC TEC, as well as the Individual Commitments in force, which are the Confidentiality Agreement and the Term of Responsibility for the use of Software.

You will also receive an Identification Card that grants you access to INESC TEC's premises.
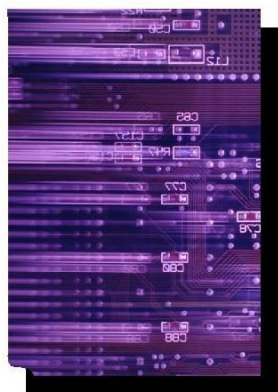
III. PRESENTATION OF INESC TEC

III.1 Background

INESC TEC – Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência ("*Institute for Systems and Computer Engineering, Technology and Science*") is a private non-profit association, recognised as a Public Interest Institution, created in December 1998, having as associates INESC, Universidade do Porto ("*University of Porto*") and Instituto Politécnico do Porto ("*Polytechnic Institute of Porto*").

Having its origin in the Porto branch of INESC started in May 1985, INESC Porto – Instituto de Engenharia de Sistemas e Computadores do Porto (the institution's name at its creation in 1998) is the result of a process of deep restructuring of INESC, which lead to an increase in specialisation and autonomy of the various branches and culminated with the creation of a number of new institutions. INESC kept the role of a central strategic and coordinating body at national level.

In 2002, it was appointed as Associated Laboratory; its classification of Excellent was renewed in 2014 by an international panel named by the Ministry of Education and Science.

In 2007, INESC Porto adopted a new organizational model in order to expand its scope as an Associated Laboratory, aiming at a scientific consolidation with new R&D Units. In 2011, it was officially recognised by the Ministry of Education and Science with the name INESC TEC - Tecnologia e Ciência.

In May 2015, after some public image transition, INESC Porto became formally and legally INESC TEC.
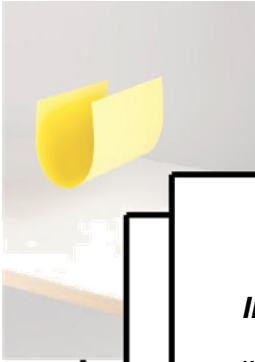
III.2 Mission

INESC TEC is a research institution working as an interface between the academic world, the world of industry and services as well as the public administration, in the areas of Information Technologies, Telecommunications and Electronics (ITT&E).

III.3 Strategic Objectives

The main condition to pursuing its mission is the careful selection of areas and types of activity in order to promote innovation, internationalisation and socio-economic impact. By establishing a set of strategic partnerships, INESC TEC achieves sustainability which guarantees its liability.

Thus, INESC TEC intends to:

- *Develop science and technology able to compete evenly in national and international levels;*
- *Cooperate in the training of human resources of technical and scientific quality, encouraged to contribute to the modernisation of the country;*
- *Contribute to the development of the scientific and technological training system updating and adapting it to the needs of the social and economic environment;*
- *Complying with the above-mentioned objectives, promote the construction of a modern country, a well-established economy and an advanced society.*

III.4 Location
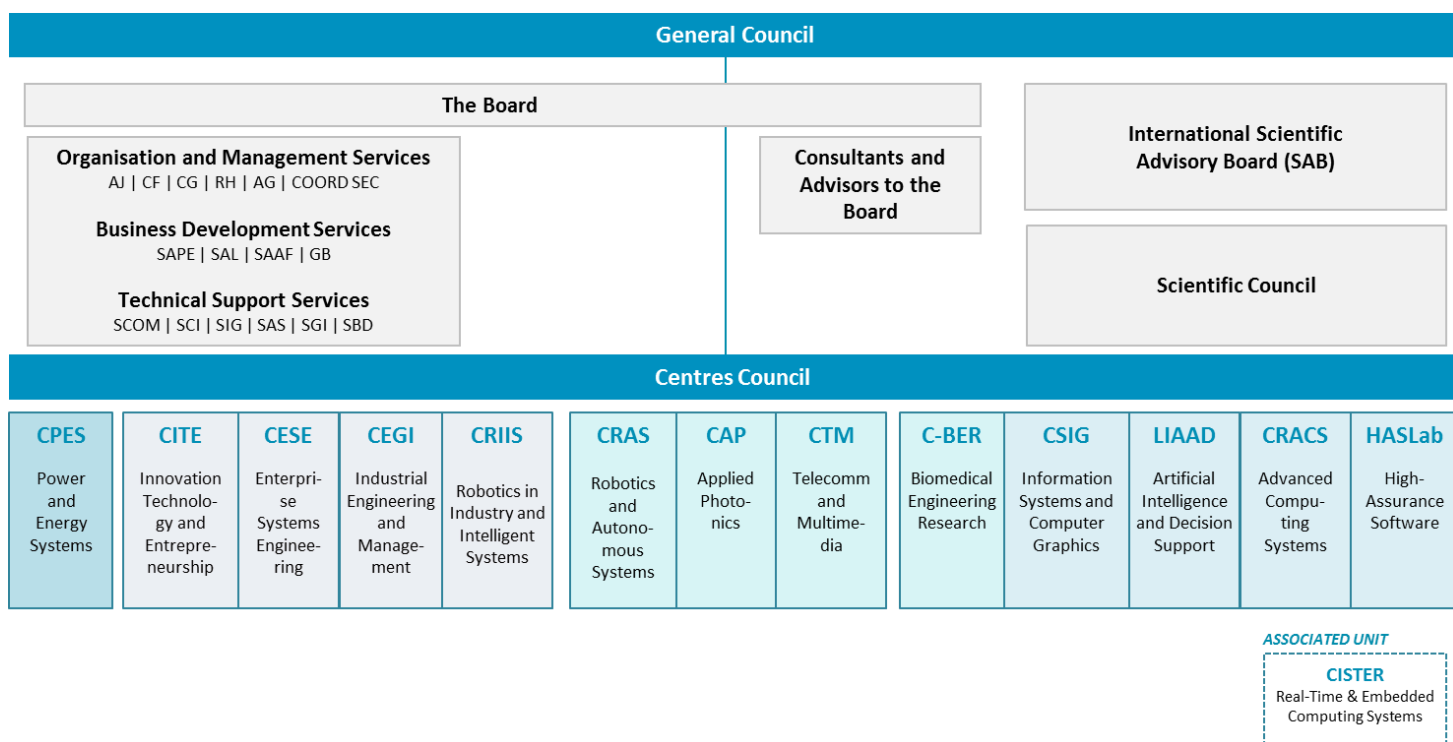
Campus da FEUP
Rua Dr. Roberto Frias
4200–465 Porto
Ph.: (+351) 22 209 4000
Fax: (+351) 22 209 4050

Besides these buildings, where most of the Centres and Services are located, INESC TEC also has premises in Faculdade de Ciências da Universidade do Porto (FCUP), Instituto Superior de Engenharia do Porto (ISEP), Universidade do Minho (UM) and Universidade de Trás-os-Montes e Alto Douro (UTAD).

III.5 Organisation

III.5.1 INESC TEC's Organisation Chart

General Council		

The Board		Consultants and Advisors to the Board	International Scientific Advisory Board (SAB)
Organisation and Management Services AJ | CF | CG | RH | AG | COORD SEC **Business Development Services** SAPE | SAL | SAAF | GB **Technical Support Services** SCOM | SCI | SIG | SAS | SGI | SBD			**Scientific Council**

Centres Council												
CPES Power and Energy Systems	**CITE** Innovation Technology and Entrepreneurship	**CESE** Enterprise Systems Engineering	**CEGI** Industrial Engineering and Management	**CRIIS** Robotics in Industry and Intelligent Systems	**CRAS** Robotics and Autonomous Systems	**CAP** Applied Photonics	**CTM** Telecomm and Multimedia	**C-BER** Biomedical Engineering Research	**CSIG** Information Systems and Computer Graphics	**LIAAD** Artificial Intelligence and Decision Support	**CRACS** Advanced Computing Systems	**HASLab** High-Assurance Software

ASSOCIATED UNIT

CISTER
Real-Time & Embedded Computing Systems

III.5.2 The Board

Chairman of the Board and of the Executive Board

José Manuel de Araújo Baptista Mendonça

Members of the Executive Board

Mário Jorge Moreira Leitão
Luís Filipe Maia Carneiro

Members of the Board

Bernardo Sobrinho Simões de Almada Lobo
Gabriel de Sousa Torcato David
João Abel Peças Lopes
João Alberto Vieira de Campos Pereira Claro
Rui Carlos Mendes de Oliveira
Vladimiro Henrique Barrosa Pinto de Miranda

III.5.3 Scientific Advisory Board

President: José Carlos Príncipe *(University of Florida, USA)*

The Scientific Advisory Board is responsible for internal evaluation and advice, producing reports about the scientific activity of the institute. This body is formed by internal researchers and external scientists, both Portuguese and from other countries.

Each R&D Centre has its own Advisory Board Area, which includes internal and external members.

III.5.4 Scientific Council

President: Manuel António Cerqueira da Costa Matos

The Scientific Council detains the generic role of supervising and defining a policy for all the scientific and technical activities.

Its responsibilities include:

- To deliberate on the assessment of the merit of research projects, annual budget, plan and report of activities of INESC TEC;
- To advise the Board in all subjects concerning the scientific development of the institution;
- To implement procedures to stimulate the strive for excellence, the assessment of quality and the promotion of the external image of the scientific activity.

Selected INESC TEC PhD researchers compose the Scientific Council, reflecting the organisation of INESC TEC. Each Centre has its own Scientific Committee, composed of all its researchers with a PhD degree. The Scientific Council of INESC TEC includes one representative from each Centre's Committee and three additional members designated by the Board, among whom a President is appointed.

III.5.5 Centres Council (CCI)

The Centres Council is a non-statutory body, established by practice, which became more and more important along the years. Usually, the Council meets once every two weeks and brings together the Board, the Centres' Coordinators and Services' managers.

Characterized by its informality and open discussion on every subject, the Centres Council is the appropriate forum where the Board's decisions about some vital issues related to INESC TEC's activities are discussed and prepared.

III.5.6 R&D Centres

The Research and Development activity of INESC TEC is divided in thirteen organisational structures designated as Research and Development Centres.

A R&D Centre is a subdivision of INESC TEC's activity, organised around an area or a coherent group of knowledge areas.

Each Centre is led by one or two Centre Coordinators, responsible for defining the strategies and the partnerships, who may be assisted by one or more Assistants to the Centre Coordinators. Since 2014, in order to stimulate decentralised management, as well as foster principles of transparency and subsidiarity, each Centre has a Centre Coordination Council (CCC) in which strategic and operational decisions are taken.

The activity of a Centre can be structured in Intervention Areas. Each Area has a corresponding activity that may have its own strategy, and thus, a plan and a budget. Usually, each Area has an Area Leader (the function of Area Leader comes directly below the function of Assistant to the Centre Coordinator) who is an essential element in the elaboration of the plan and budget of the Centre, as well as the control and activity's report.

Below the function of Area Leader, there is the Project Leader, who is responsible for supervising the human and material resources involved, as well as the accomplishment of the procedures and objectives of the projects.

The other elements of the Centre involved in R&D's activities perform the function designated as Research and Development.

Finally, another element of the organisational structure is the Secretariat, which guarantees a good administrative functioning of the Centre.

Centre for Telecommunications and Multimedia (CTM)
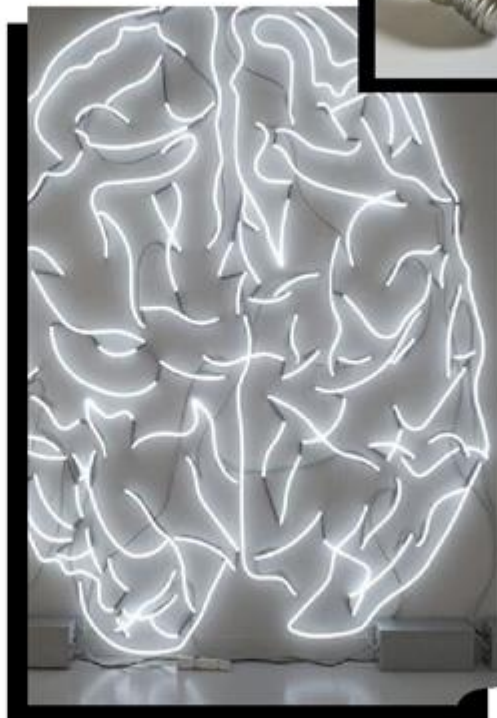
http://www.inesctec.pt/ctm

Coordination: Manuel Ricardo

The Centre for Telecommunications and Multimedia (CTM) performs Research & Development in key areas that will lay the foundations for modern communications networks and services such as network architectures, telecommunications services, signal and image processing, optical technologies, microelectronics, digital TV and multimedia.

Centre for Power and Energy Systems (CPES)
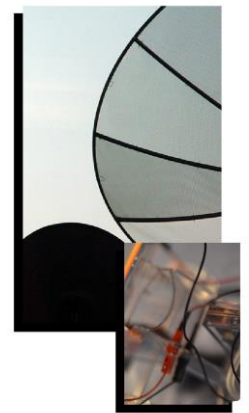
http://www.inesctec.pt/cpes

Coordination: Manuel Matos and Luís Seca

The Centre for Power and Energy Systems (CPES) works in emerging areas that are essential for the electric sector: regulation and electricity markets, integration of dispersed renewable energy generation (such as wind power), technical and economical management of distribution systems, the use of GIS and other IT in regional energy planning and uncertainty and risk assessment.

Centre for Information Systems and Computer Graphics (CSIG)

http://www.inesctec.pt/csig

Coordination: António Gaspar and Ângelo Martins

The Centre conducts R&D in the three main areas of Computer Science: Information Management and Systems, Software Engineering, and Computer Graphics and Virtual Environments. Research is closely matched with application areas such as: public administration (local, regional and central government), healthcare, telecommunications, transport and industry, commerce and services.

Centre for Enterprise Systems Engineering (CESE)

http://www.inesctec.pt/cese

Coordination: Américo Azevedo and António Lucas Soares

The areas of activity developed at the Centre for Enterprise Systems Engineering (CESE) are related to Operations Management and Enterprise Information Systems applied to industrial companies and enterprise collaborative networks. The Centre is committed to conduct high quality research with a strong application focus.The Centre conducts R&D in the following domains: Manufacturing, Logistics and Operations Research

Centre for Applied Photonics (CAP)

http://www.inesctec.pt/cap

Coordination: Paulo Marques

Assistant Coordinator: Ireneu Dias

The Centre for Applied Photonics (CAP) performs R&D in optoelectronics, principally focusing on optical fibre technology. It is oriented towards applied research and development in optical fibre sources, optical fibre communication, optical fibre sensors and microfabrication (thin films and integrated optics). The Centre looks for opportunities for technology transfer to industrial companies using its specific competencies in optoelectronics and systems integration.

Centre for Robotics in Industry and Intelligent Systems (CRIIS)

http://www.inesctec.pt/crob

Coordination: António Paulo Moreira

The Centre for Robotics in Industry and Intelligent Systems develops advanced automation and industrial robotics solutions, including manipulators and mobile robotics, and promotes the integration of intelligent control and sensing systems..

Centre for Robotics and Autonomous Systems (CRAS)

Coordination: Eduardo Silva and Aníbal Matos

The Centre for Robotics and Autonomous Systems (CRAS) conducts research and development activities in autonomous robotic systems, mobile robotics and mobile multi-robot systems for inspection, monitoring and mapping, with applications in security, power systems, environment, aquaculture, oceanography, marine biology, resource extraction, among other sectors. These activities are supported by the research in perception, navigation, control, localization, coordination, and automatic data collection and processing.

Centre for Innovation, Technology and Entrepreneurship (CITE)

Coordination: Alexandra Xavier

The Centre for Innovation, Technology and Entrepreneurship (CITE) aims to contribute to the sustained development of R&D through people and knowledge valorisation. The mission is to develop R&D, Advanced Consulting and Executive Education in:

- Technology Management;
- Innovation Management;
- Technology Entrepreneurship.

Artificial Intelligence and Decision Support Laboratory (LIAAD)

Coordination: Alípio Jorge

The main research vectors of LIAAD are Data Mining, Statistical Data Analysis, Operations Research and Mathematical Modeling.

The unifying goal of all these approaches is Decision Support. LIAAD has more than 60 researchers overall and is very active in scientific production. LIAAD is involved in several national and international projects and in knowledge transfer. Faculty doing research at LIAAD come from the University of Porto (Faculties of Economics, Science, Engineering, Medicine and Nutrition), Porto Polytechnic Institute, University of Beira Interior, Tomar Polytechnic Institute, Leiria Polytechnic Institute, among others.

Centre for Research in Advanced computing Systems (CRACS)

http://www.dcc.fc.up.pt/cracs

Coordination: Fernando Silva

The Centre for Research in Advanced Computing Systems' activity is developed in the fields of programming language, parallel and distributed computing, data mining, software smart systems and architecting, with emphasis on the resolution of specific problems in fields of multi-disciplinary collaboration, such as Biology, Medicine and Chemistry.

Centre for Industrial Engineering and Management (CEGI)

http://www.dcc.fc.up.pt/cegi

Coordination: Ana Viana and Pedro Amorim

CEGI aims to produce internationally recognised problem-driven research and development focusing on three main knowledge fields: Service Engineering and Design, Decision Support and Intelligent Systems and Performance Management and Business Intelligence, as well as exporting the knowledge created to companies to improve their performance. CEGI focuses on the areas where engineering, management and social sciences meet, in the intersection of theory and practice.

CEGI members are encouraged to carry out research projects based upon real-life problems. This application/problem solving attitude is especially valued by the Centre, leading to multidisciplinary projects mainly in four application areas: Manufacturing, Mobility, Health and Retail.

High-Assurance Software Laboratory (HASLAB)

http://www.inesctec.pt/haslab/

Coordination: Manuel Barbosa and Alcino Cunha

HASLab is focused on the design and implementation of high-assurance software systems, namely software that is correct by design and resilient to environment faults and malicious attacks.

Research at HASLab is anchored on a rigorous approach to three areas of Computer Science: Software Engineering, Distributed Systems, and Cryptography and Information Security. The contributions of HASLab to these areas range from fundamental research on formal methods and algorithms, to applied research on developing tools and middleware that address real-world demands stemming from long-term collaborations with industry. The laboratory is mainly based at the University of Minho, in Braga, with members at the Universities of Porto, Beira Interior, Radboud Nijmegen and Teesside.

Centre for Biomedical Engineering Research (C-BER)

http://www.inesctec.pt/cber/

Coordination: João Paulo Cunha and Aurélio Campilho

The mission of the Centre for Biomedical Engineering Research (C-BER) is to promote knowledge through applied research, advanced training and innovation in Biomedical Engineering mainly in the following three areas: BioInstrumentation, Biomedical Imaging and NeuroEngineering.
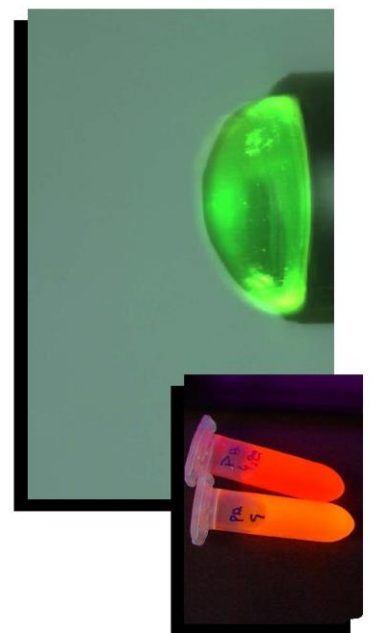
III.5.7 Support Services

INESC TEC is supported by some services that, in spite of not being actually a part of the productive structure, guarantee to the Centres, the Board and the institution as a whole, a set of activities that are fundamental to its well-functioning.

INESC TEC support services are subdivided in three major groups: Organisation and Management Services, Business Development Services and Technical Support Services.

III.5.7.1 Organisation and Management Services

Legal Support (AJ)

Manager: Maria da Graça Barbosa - aj@inesctec.pt

The Legal Support service provides legal advisory and action on all legal matters emerging within the INESC TEC universe, namely in the areas of human resources, institutional relations, project contracts and public contracts for goods and services. The service always defend the institution's best interests, not only preventively, making sure that the institution is in accordance with national, community or other applicable legal frameworks, but also to repair any damage or minimise costs.

Accounting and Finance (CF)

Manager: Paula Faria – cf@inesctec.pt

The Accounting and Finance service is responsible for managing the finances of the institute, for coordinating and executing the accounting activities, and for fulfilling all fiscal obligations. In this context, the service acts as a mediator between the institute and external parties, according to the guidelines provided by the Board. Moreover, the service is in charge of purchases, assets, travels and insurances.

Management Control (CG)

Manager: Marta Barbas – cg@inesctec.pt

The Management Control service is responsible for coordinating and executing the activities inherent not only to budgetary planning and control, but also to producing, coordinating and disseminating management information in order to make sure that all resources are obtained and used effectively and efficiently so as to fulfil the purposes of the institution. This service also manages the financial aspects of projects.

Human Resources (RH)

Manager: Maria da Graça Barbosa – rh@inesctec.pt

The Human Resources service coordinates and executes all activities pertaining to human resources management and to the implementation of HR related policies, according to the applicable law, internal regulations and guidelines provided by the Board.

Management Support (AG)

Manager: Maria da Graça Barbosa – ag@inesctec.pt

The Management Support service promotes the coordination between the Board, Centres and support services, guaranteeing process integration so that the institution provides a coordinated response. The service also prepares and operationalises the decisions of the Board of INESC TEC, namely by providing secretarial and administrative support to several decision-making bodies at the institution.

Secretarial Coordination (COORD SEC)

Coordinator: Lídia Vilas Boas – secr-resp@inesctec.pt

The Secretarial Coordination is responsible for managing the secretaries of Centres and Services in order to guarantee that all typical procedures are coherent, and to make sure that all internal rules and procedures are followed in close collaboration with the different organisation and management services.

II.5.7.2 Business Development Services

These services support the Board in different strategic aspects, such as developing new business opportunities, the internal boost of protection, transfer and exploitation of research results and the prospecting of new funding. The three services are:

Industry Partnership Service (SAPE)

Manager: Augustin Olivier – sape@inesctec.pt

The Industry Partnership Service aims at strengthening INESC TEC's capacity to provide R&D services and specialised consulting, taking advantage of the institution's various areas of expertise. For that, the Service will work together with elements from the different Centres, and focus on creating new business opportunities in emerging areas, and on securing new projects involving different R&D Centres at INESC TEC.

Technology Licensing Office (SAL)

Manager: Catarina Maia – sal@inesctec.pt

The mission of the Technology Licensing Office is to protect and licence technology developed at INESC TEC. For that, the Office will work in close collaboration with the Legal Support service, with the Industry Partnership service, and with CITE. In that sense, the service is responsible for establishing and managing the processes related to: internal prospection and dissemination of research results that can be protected by intellectual property rights; assess the state of the art and the market; define an intellectual property strategy; licence technology; negotiate and monitor licencing contracts.

Funding Opportunities Office (SAAF)

Manager: Marta Barbas – saaf@inesctec.pt

The Funding Opportunities Office aims at identifying the necessary and adequate funding opportunities to conduct Research, Development and Innovation activities, always aligned with the mission and objectives of the institution. This service will also supervise the development and submission of proposals to different funding programmes, always in conjunction with the R&D Centres and with the remaining Business Development Services.

Office for Brazilian Affairs (GB)

Manager: Vladimiro Miranda - gb@inesctec.pt

The Office for Brazilian Affairs was created to systematically and regularly organise the internationalisation of activities in Brazil. The Office focuses specifically on identifying opportunities, negotiating contracts and supervising the execution of projects.
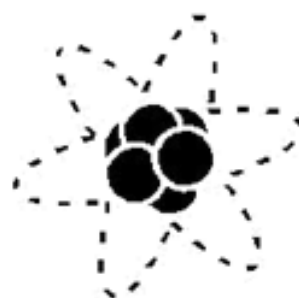
III.5.7.3 Technical Support Services

Communications and Informatics Service (SCI)

Manager: João Neves – sci@inesctec.pt

The Communications and Informatics Service (SCI) provides support and assistance to all users of the INESC TEC system (local and remote). SCI manages the communication infrastructures and services within the INESC TEC network as well as the central IT support resources for all users.

Business Informatics Service (SIG)

Manager: José Carlos Sousa – sig@inesctec.pt

The Business Informatics Service is responsible for planning, projecting, implementing and maintaining the computing systems necessary for the treatment of the administrative and operational information of INESC TEC.

Systems Administration Service (SAS)

Manager: Jaime Dias – sas@inesctec.pt

The Systems Administration Service provides the administration of INESC TEC computer systems, support and assistance to users (helpdesk), collaborative applications, and support for Research and Development.

Communication Service (SCOM)

Manager: Sandra Pinto – scom@inesctec.pt

The Communication Service collaborates with the Board in order to define the institution's communication strategies and image. Its main activities are: the planning, the implementation, the organisation and the coordination of both internal and external communication in accordance with the regulations and procedures established, promoting the image and prestige of the institution both internally and externally.

Infrastructures Maintenance Service (SGI)

Collaborators: Alberto Barbosa, António Ribeiro, Jorge Santos, Jorge Couto, Orlando Ribeiro – sgi@inesctec.pt

This Service guarantees the support services necessary for adequate management and maintenance of INESC TEC's buildings and infrastructures. The service also includes the logistics support that guarantees the tasks such as reprography, internal mail, external services, logistics support to the buildings.


Library and Documentation Service (SBD)

The Library and Documentation Service manages all matters relating to the use of the FEUP Library which holds INESC TEC's collection of reference works. The service is ensured by Flávia Ferreira (flavia.ferreira@inesctec.pt).

III.6 How to get to INESC TEC

For additional information on how to get to INESC TEC, you may consult the website of FEUP.
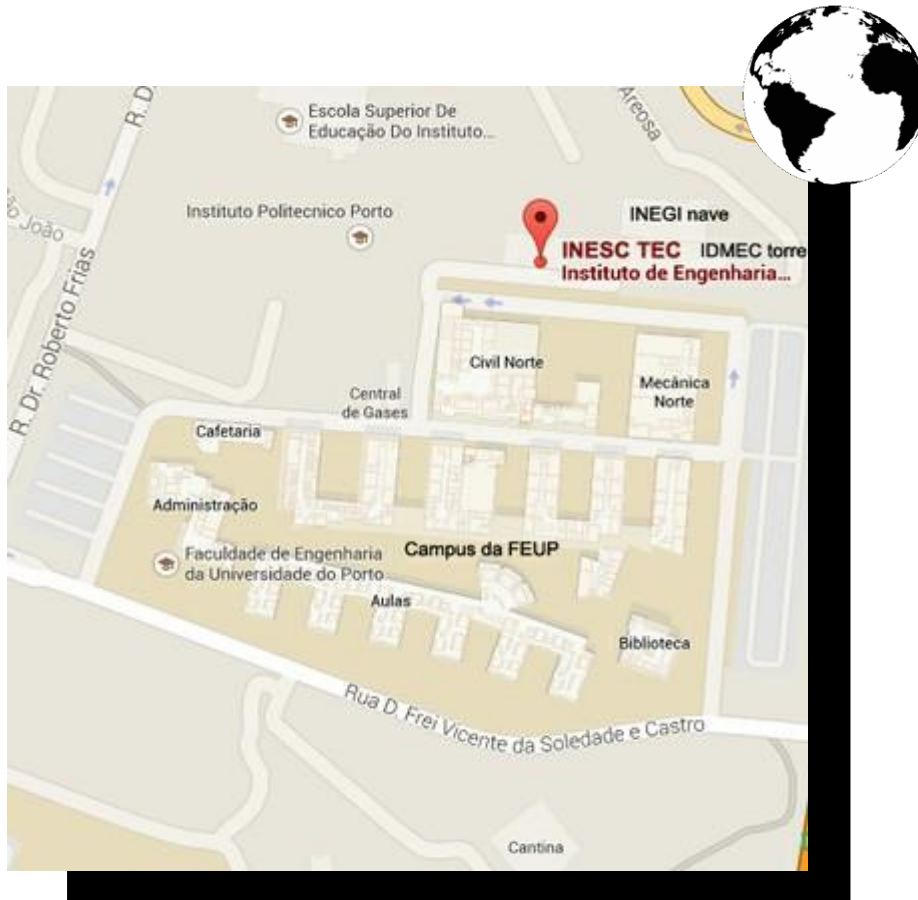
III.7 Values and Principles

a) Ethical principles in Science and Research

Only by promoting responsible research activity, based on fundamental ethical principles, will Science effectively contribute, in a sustainable way, to the welfare of humanity.

The rapid scientific and technological progress can give rise to serious ethical questions that may have implications for future generations.

That's why INESC TEC considers very seriously the potential consequences of the research carried out at INESC TEC, always pondering carefully their potential risk and their future acceptance by society.

INESC TEC guides itself by determined ethical patterns, namely the "Commission Recommendation on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers", as well as some principles of Scientific Research and Technological Development to which INESC TEC is legally bound as a Scientific Research Institute (Decree-Law 125/99):

Freedom of Research

The freedom of Research is granted to all the institutions of scientific research and technological development and it shall be exercised in compliance with the legal framework and in accordance with the institutions missions.

Private institutions also enjoy freedom of auto-organisation and auto-regulation as well as freedom to establish its own objectives and to choose its research projects.

Responsibility

Responsibility cannot be dissociated from freedom of research.

Whenever relevant questions about security and public health will be in cause, the highest representative of the institution shall account for the consequences of the divulgation or not, of the results of the institution's activity.

Best Scientific Practice

Institutions of scientific research and technological development shall carry out their activities in accordance with principles of good scientific practice and they shall adopt the appropriate procedures in order to make these principles effective.

Beyond this, INESC TEC's researchers and other collaborators shall adjust their actuation and decisions with regard to a set of ethical principles, such as: respect for human dignity and integrity of the human person, for democracy, for law and security, for property and intellectual property, for privacy and for protection of personal data.

On the other hand, each and every single INESC TEC's collaborator shall always act in order to preserve and defend the honour, integrity and dignity of the institution, building a professional reputation based on the merit of his services and not on unfair competition with other researchers or institutions.

It is an INESC TEC's duty to contribute to the elaboration and formalisation of the fundamentals of a research deontology, by means of recommendations on external and internal scientific communication, responsibility of the researcher towards the institution and the society, particularly in research evaluation or expertise activities.

Finally, through its Board, INESC TEC assumes its commitment to honesty, impartiality and independence, repudiating any kind of subornation or special treatment, assuring that no collaborator will receive a less favourable treatment on the grounds of sex, family origin, race, colour, ethnic origin, language, nationality, territory of origin, religion, political or ideological beliefs, trades union membership, parental status, socio-economic background, age or disability.

b) Institutional Guiding Principles

Principles applicable to private research institutes integrated in long term public financing programmes (paragraphs a) b) e) f) g) h) (Decree-Law 125/99):

- Scientific, technical and financial accompaniment and evaluation made in a regular and independent way
- Dissemination of scientific and technological culture
    - Publicizing through appropriate means the results of the scientific and technological activity, as long as they are not protected by confidentiality;
    - Disseminating scientific and technological knowledge, namely among its users;
    - Promoting actions for the dissemination of scientific culture, namely among the school population so that the latter shall be in direct contact with the institution and its current research projects;
    - Keeping constantly public information updated, namely in telematic networks, containing a detailed presentation of the institution and the research projects in which the institution is involved.
- Mobility of human resources
- Flexibility of the financial and total assets management
- Optimization of the available resources
    - The use of the human and material resources must be optimized in order to guarantee the maximum benefit.
- Human Resources training
    - The institutions shall promote the professional training of their personnel, encouraging them to continuous personal, professional and cultural valorisation.
- Planning by objectives in the framework of programmes and projects
    - Private institutions shall adopt a planning by objectives when integrated in public financing programmes.
- Inter-institutional cooperation

III.8 INESC TEC'S institutional culture

As a Public Interest Institution and an Associated Laboratory, INESC TEC must be prepared to face the new challenges of Science and the demands of the society.

To do so, INESC TEC relies on its culture, which promotes scientific and technological excellence in its areas of activity. Being shared and adopted by all the collaborators, this culture will allow INESC TEC to play a determining role in the structuring of the Research and Development policy at a regional, national and European level.

As an institution acting as an interface between the academic world and the industrial and service companies, INESC TEC inherited a unique and hybrid culture in which the academic culture, known for its values and interests, combines with the efficiency of an active enterprise's culture.

The promotion of an informal atmosphere inside INESC TEC provides a casual and flexible work environment, perfect to promote scientific research as well as to encourage the motivation and the capacities of INESCTEC's collaborators.

INESC TEC is free to choose its own scientific orientations, adapting them to the evolution of its disciplinary areas and to the requests of the society and of the market.

In the same way, each Centre is free to define its own orientation and direct its activities, while each collaborator also enjoys a great portion of freedom. However, this tendency is always accompanied by an effort in preserving a leitmotiv in the knowledge's production, ensuring a global and coherent view of the institute's evolution.

On the other hand, it is INESC TEC's purpose to implement a culture of responsibility of the management, supported by professional services that, simultaneously inform, support and guarantee the control, organisation, and if it is the case, the accountability.

With this effort of internal cohesion, which is vital in any organisation, INESC TEC invests in a continuous dialogue with its partners, in order to ensure its mission of dissemination of the scientific and technological culture, innovation's promotion, research and development, technology transfer and support to the internationalisation of Portuguese companies.

Finally, INESC TEC gives the greatest deal to the valorisation, motivation and optimization of its human resources, aware that these are its great strength. Through a continuous reflection and an attitude of permanent self-evaluation, it appeals to excellence, innovating spirit, and to the dedicated work of its collaborators.

IV. GENERALITIES

IV.1 Means of Communication/Intranet

The communication of alterations or creation of new rules and procedures is done by the means of written messages, via e-mail and available in INESC TEC's intranet by logging in to the website *http://www.inesctec.pt*.

For the first accession to INESC TEC's intranet, each new collaborator receives an e-mail called "Registo na Plataforma Colaborativa" ("R*egistration in the Collaborative Platform*") in order to set a password. It is also recommended to use INESC TEC's website as default homepage in order to be kept updated about all the latest news related to the institution.

Using the Intranet, INESC TEC collaborators shall always have a quick and effective access to any useful and updated information about INESC TEC, such as Personnel search, consultation of norms and documents or any other pertinent information about INESC TEC.

IV.2 Periodicals

Once a month, the **BIP** - Boletim INESC TEC ("*INESC TEC's Bulletin*") - is released. This bulletin is accessible via Intranet and Internet. Besides containing news about INESC TEC, it is also a privileged space for interchange among INESC TEC's collaborators.

IV.3 Mail Service

Received and Sent Correspondence

Correios de Portugal or private mail companies deliver the correspondence sent to INESC TEC, directly in our premises. All the institutional correspondence is opened and registered centrally in the Organisation and Management Services and posteriorly sent to the receiver by the logistic support technicians. When the institutional correspondence is directly delivered to the receiver, it has also to be centrally registered.

The correspondence for the exterior is delivered at the post-office (Correios de Portugal) by 5:30 p.m., so it must be at Organisation and Management Services until 5:00 p.m., except for Express Mail that must be at the Organisation and Management Services before 4:30 p.m.

Priority and International Mail Service

For this service, INESC TEC has agreements with Correios de Portugal (Postlog/Express Mail), as well as with priority international mail companies, such as FedEx, DHL and UPS. You shall request the support of the Secretary of the Centre about the correct functioning of these services.

For specific information and forms, contact Jorge Santos, *jorge.santos@inesctec.pt (*CF/SGI).

Internal Mail Service

The Logistic Support technicians (SGI) ensure the circulation of correspondence between the two buildings. The gathering and distribution of correspondence, messages and objects are made several times a day.

IV.4 Phone Extension

You may use the phone installed at your office desk which corresponds to an extension. To make internal phone calls, you just have to dial the four numbers of the extension you want to call.

IV.5 Library

The celebration of an agreement between FEUP and INESC TEC led to the integration of all bibliographic collection of the latter in the library of FEUP.

Thus, INESC TEC's collaborators received the status of members of an associated entity to FEUP, being equivalent to professors/lecturers or researchers in relation to library services.

This allows the borrowing of books as well as other services, according to the library rules in force. The bibliography acquired by INESC TEC may be requested by all its members, in a situation of a project, by the period of one year, requiring a renewal petition to the library.

In relation to registration, the INESC TEC's collaborators have to go to the library in person in order to receive his/her card, since the library data base contains the list of names of the INESC TEC's collaborators.

The library is open Monday to Friday, from 8:30 a.m. to 7:30 p.m. For further information, consult the library website at http://biblioteca.fe.up.pt or contact Flávia Ferreira (*flavia.ferreira@inesctec.pt*) who is responsible for the administrative management of INESC TEC's library.

IV.6 Eating Facilities

In Asprela Campus, INESC TEC has a Snack Bar, located at level zero of the building B, that is opened Monday to Friday, from 8:30 a.m. to 2:30 p.m. and from 3:30 p.m. to 6:00 p.m.

In the proximity of INESC TEC premises, and besides INESC TEC Snack Bar, you will also find several other options.

IV.7 Parking

In Asprela Campus, the parking area in the Campus of FEUP is reserved to the members of this Faculty (professors/lecturers, employees and students), so the parking has to be done in the streets near the Campus.

However, INESC TEC rents properties behind its building where it is possible to park. For further information, you may contact Ana Isabel Oliveira, Secretary to the Board, *ana.i.oliveira@inesctec.pt*.

IV.8 Accomodation

The new collaborators that are looking for accommodation can count on the help of the Secretaries of the Centres in which they are integrated.

In case you still have not found a permanent accommodation, there are some hotels relatively close to INESC TEC premises in Asprela Campus.

Hotel Beta
Rua Amial, 581/607 4200–062 Porto
P 22 834 8660
F 22 834 8669
hotelbeta@hoteis-belver.pt

Hotel Vila Galé
Av. Fernão de Magalhães, 7
4300–190 Porto
P 22 519 1800
F 22 519 1850 *galeporto@vilagale.pt*

Residencial Portinari
Rua da Arroteia, 68 4200–081 Porto
P 22 551 0420
F 22 551 0410

Hotel IBIS Porto São João
Rua Plácido Costa 4200 Porto
P 22 551 3100
www.ibishotel.com

Hotel Axis Porto
Rua Maria Feliciana
4465–283 São Mamede de Infesta
P 229 052 000
www.axisportohotel.com

As a student, you may also find some interest in the following websites:
http://alojamento.fap.pt/?Pag=oferta&opage=81
http://portugal.gabinohome.com/en/rent+room/Oporto
http://sigarra.up.pt/up_uk/WEB_BASE.GERA_PAGINA?P_pagina=122426

IV.10 Other useful indications

a) Airport (to Asprela Campus)
Distance: About 10/12 Km; transportation:

Bus
Line 604 (Hospital São João–Aeroporto)
Departure every 30 minutes
Everyday from 6:00 a.m. to 00:30 p.m
Travel Cost: € 1,85

Underground ("Metro)
Journey Time (Stop at IPO): 34 minutos
Frequencies: 26 minutos
Connection: "Trindade"
Travel Cost: € 2,45

Taxi

Trip duration: about 30-40 minutes

Travel cost: about € 15

b) Other links

About the City

www.cm-porto.pt

http://visitporto.travel

Events Calendar

http://visitporto.travel/Agenda

www.exponor.pt

http://lazer.publico.pt/

www.coliseudoporto.pt

www.casadamusica.com/

Transports

www.stcp.pt

www.cp.pt

www.metrodoporto.pt

www.taptours.com/

Leisure Time

www.douronet.pt

www.cenarios.com

www.netmenu.pt/Default.asp

www.lifecooler.com

Useful Contacts

www.portaldocidadao.pt

http://ec.europa.eu/euraxess/

www.eracareers.pt/

c) Useful Phone Numbers

Airport Sá Carneiro - Porto

22 941 32 60

City Hall of Porto

22 209 70 00

Taxi

22 507 39 00

EDP – Electrical Assistance

800 506 506

São João Hospital

22 551 21 00

National Phone Number Information

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V. RULES AND PROCEDURES

The daily life at INESC TEC is regulated by a set of rules that enables the normal prosecution of the collaborators' activities.

V.1 Reception

In Asprela Campus, security of INESC TEC's buildings is ensured twenty-four hours a day, seven days a week; namely by controlling the entrance of people in the premises. To contact reception, dial "4000".

V.2 Equipment Entry/Exit

The entry and exit of equipment are subjected to rules and require the filling in of a form which will be checked by the security guard at the reception. For the administrative procedures, you must request the support of your Centre's Secretary.

V.3 Visiting Cards

INESC TEC's collaborators can request visiting cards from their direct manager.

The layout is defined by internal rules that are presented in the document "Cartões de Visita" ("*Visiting Cards*") available in the Intranet.

V.4 Computational Resources

E-mail address

Since the institution publicises almost all the information via e-mail, all the collaborators have an INESC TEC e-mail address. This e-mail address allows the access to all the computational resources and services generally available to the users' community of INESC TEC.

In the intranet, a personalized e-mail institutional signature is available for every collaborator and its use is highly recommended.

Local Access to INESC TEC's network

The access to the local network of INESC TEC can only be made through duly authorised systems. The request for an access permission to the network and its resources is done by the Secretary of your Centre by filling in the form "Pedido de Ligação à Rede" ("Request for Connection to the Network") available at *http://sci.inesctec.pt*. When duly filled and electronically authorised by the manager of the Centre or Service, it will be sent to SCI.

By default, all the systems connected to INESC TEC's network have no access restrictions to the general systems and resources of the local network, for example the service of Proxy HTTP and FTP, with the exception of critical systems and resources that imply considerable costs, such as the printing resources for which an explicit request must be done simultaneously with the request for connection to the network.

In all the meeting rooms, access to a private network that allows a limited access to the Web through the service of Proxy HTTP and FTP is available.

Remote access to INESC TEC's network

It is possible to have external access to the systems and services of the local network of INESC TEC. This can be done in different ways, each one with different limitations, namely via Internet, or by public telephone network (Telephone Service and GSM).

The access via Internet allows to have contact to some systems of the local network and to have access to public services. In order to have access to the private services of the local network, it will be necessary to establish a connection to the server of the service VPN, the vpn1.inesctec.pt, using the same identification as the one used for the e-mail.

The access through the Telephone Service is available at the number 222 094 080 and the access through the GSM telephone network is available at 933 094 010. The access permission through the telephone network is attested using the same identification as the one used for the e-mail.

V.5 Laboratorial Resources

The access to the computing and laboratorial resources of INESC TEC is granted according to specific rules and procedures defined by the respective managers. The use of these resources requires the knowledge and acceptance of the aforesaid rules. In the absence of specific rules, the following will apply:

a) Traineeship's Laboratory (students)

Access to this laboratory is granted to trainees who develop their traineeship at INESC TEC as well as to their external supervisors during office hours, being the other situations subject to a request, duly justified and analysed case by case. When these accesses are granted, they shall be communicated to the security guard at the entrance.

b) Electrical Workshop and Components Stock

The main goal of the electrical workshop of INESC TEC is to support the projects in progress in the various aspects of manufacturing and assembling of printed circuit boards, mechanical supports and wiring.

The access to the workshop for small works will be ensured by the security guard.

The tools and the measuring equipment of the Workshop cannot be misplaced. There is also a small warehouse of electronic components, which is controlled by SGI.

V.6 Human Resources

V.6.1 Categories of Connections

There are different types of connections to INESC TEC:

Employee

The connection of this collaborator to INESC TEC is formalised by an Employment Contract.

Grant Holder

This collaborator has a Research or a Scholarship Grant, granted by INESC TEC or by some other institution, with the purpose of promoting and encouraging his advanced training in research and development areas directly connected to INESC TEC's activity.

Faculty

The main activity of this collaborator is teaching in a higher educational institution. At INESC TEC, he develops research and development activities in areas directly connected to INESC TEC's activity, usually, as a result of an agreement of human resources transfer established with the higher educational institution to which the collaborator is related to.

Trainee

There are different types of trainees at INESC TEC. On one hand, the traineeship may be part of the collaborator's course of study or from the National Program of Traineeships promoted by IEFP (Portuguese "*Employment and Vocational Training Institute*"). On the other hand, the trainee may be an undergraduate student hosted by INESC TEC as to promote and encourage his training in research and development areas directly connected to INESC TEC's activity.

Invited Researcher

Researchers who temporally develop a research work in an INESC TEC's R&D Centre.

V.6.2 If you are an Employee

V.6.2.1 Human resources policy

a) Annual Performance Appraisal

This appraisal only applies to employees and faculty. The process begins with the disclosure and availability in INESC TEC's Intranet, by Human Resources (RH), of the appraisal forms that must be filled in, one by the employee (Evaluatee Form) and the other by the Manager (Evaluator Form). After an interaction between them, the process ends with the attribution of a final classification to each collaborator.

b) Advancements and Promotions in Career

The advancement or promotion proposals are based in the Performance Appraisal results. This process occurs once a year, and the proposals are presented by Centres' Coordinators and Services Managers to the Executive Board.

c) *Recognition Award*

INESC TEC's Remunerative Policy includes the possibility of granting a pecuniary compensation in order to motivate and reward the performance of the collaborators.

The bonuses are attributed after and according to the results of the performance evaluation, and they are always conditioned by the achievement of the goals of the Centres and Services and by the results of the institution.

V.6.2.2 *Food Allowance*

INESC TEC's employees are given a food allowance for each working day. The allowance is paid by means of a pre-paid bank card in order to maximise the value exempt from IRS (Income Tax).

The use of the bank card is limited to food retail establishments such as restaurants, coffee shops and supermarkets.

V.6.2.3 Christmas Bonus (Thirteenth Month's Salary)

Independently of their assiduity, all the employees are entitled to a Christmas bonus of a value equal to a monthly salary, usually paid in November. In the case that a year of work is not yet completed, only a value proportional to the months of effective work will be paid.

V.6.2.4 Paid Annual Holidays

INESC TEC's employees are entitled to a minimum of 22 paid days holiday per year, 10 of which (consecutive, or not) shall be obligatorily taken in August. The remaining 12 days can be taken any time during the year, including in August.

In the year of admission, the new employee is entitled to 2 paid days holiday for each month of service completed, to a maximum of 20 days. If in the meanwhile, the calendar year ends, part or all the paid days holiday can be taken until June 30th of the following year. Within the same calendar year, an employee is not entitled to more than 30 paid days holiday unless it affects his salary.

The payment during the holiday period is of the same amount that the monthly base salary.

The holiday scheduling process must be concluded before the end of March, by filling in the form "Marcação de Férias" ("*Holiday Schedule*") in intranet.
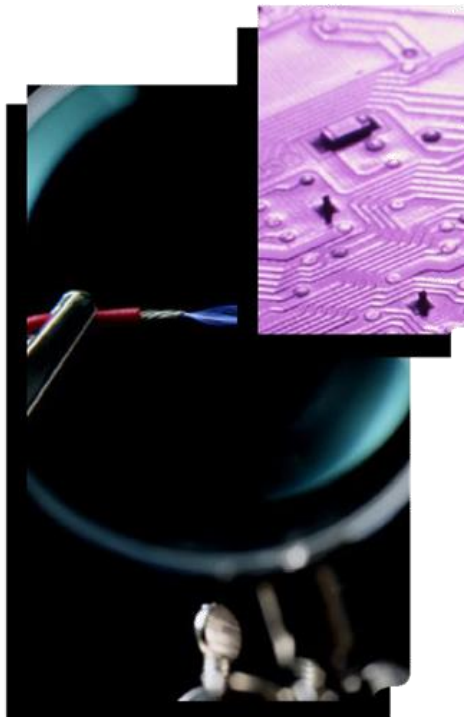
V.6.2.5 Holiday Pay

Beyond the payment corresponding to the holiday period, the employees are entitled to an allowance of the same amount, whose payment will be done jointly with the salary of June, or partially every month, to all permanent employees and to those with a fixed term contract of a period superior or equal to one year. Before this date (June), the allowance will only be paid if the employee goes on holiday for a period superior to 10 working days (consecutive), and when authorised by the Board.

V.6.2.6 Absences

Absence is the non-presence of the employee at his place of work during the normal working hours required under the Employment Contract.

In order to ensure an adequate control of absences, full days or half days absences, justified or unjustified, foreseeable or not, must be notified to Human Resources through the attendance registration system in intranet.

In the 15 days following the communication of absence, the employer may demand to the employee the proof of the facts presented as a justification.

Legal typology of absences

Absences can be justified or unjustified; the former can be paid or unpaid.

a) *Paid Justified Absences*

Justified Absences are those due to:

- Accident or illness;
- The employee's marriage;
- The fulfilment of legal obligations;
- Non-postponable assistance to the family group;
- School meeting in order to inquire about the educational situation of minor child;
- Blood donation;
- To attend an examination for a course;
- The employee being an electoral candidate to a public job/function (for the legal period of the respective electoral campaign);
- Previous or subsequent authorisation by the employer;
- The ones that the law qualifies as such;
- The death of the employee's spouse or of a blood relative or relative by marriage.

b) Unpaid Unjustified Absences

There are types of absences which entail loss of the corresponding pay:

- Absence due to illness, when the employee is entitled to sickness benefit;

- Absence due to an accident at work, when the employee is entitled to some other form of benefit or insurance.

If the impediment lasts for more than thirty days, it is applied the suspension of the work contract for prolonged impediment. (Art.º 333 of the law n.º 99/2003 of 27 August).

- The ones that are qualified as justified (not expressively foreseen in paragraph A of this Guide) when superior to 30 days per year (ex.: blood donations);

- The ones authorised or approved by the employer;

- For electoral candidates to public functions (the justified absences give, at maximum, the right to the retribution of a third of the electoral campaign period).

c) Unjustified Absences

All other absences that are not (expressively) included in the foreseen categories are considered as unjustified. They always entail a loss of pay (corresponding to the period of absence).

V.6.2.7 Parental Leave

Working parents are entitled to a parental leave of 120 or 150 days, that they may share.

Maternity leave can be taken either as 120 consecutive days or in two separate leaves as follows: 30 days prior to birth and 90 days after birth. In the case of having twins, the 120 day period is extended by another 30 days. During this period, the subsidy corresponds to her full salary. A mother-to-be may instead opt for 150 days of pregnancy leave in which case she receives 80 percent of her salary.

For working fathers, mandatory paternity leave is set at fifteen working days

after the birth.

The subsidies corresponding to these leaves must be requested by the employee at the Social Security Centre.

V.6.2.8 Work Accident Insurance

It covers professional and extra-professional risks of the employees, faculty, as well as trainees' activities.

V.6.2.9 Worker attending a Study Course

Applications to obtain the status of a Worker attending to a Study Course shall be presented from August 1st to September 30th of each year. In this application, the employee shall present a written description of his intentions, as regards to the academic degree he intends to attain.

The prerogatives stated in the law will be granted to the collaborators that benefit from the status of workers attending to study courses.

V.6.3 If you are a Grant Holder

INESC TEC grants Scientific Research Grants and Scholarships in order to promote and encourage advanced training in Scientific Research and Technological Development, directly connected to its specific activity.

The Grants conceded by INESC TEC are ruled by the INESC TEC Grants Regulation approved by the FCT - Fundação para a Ciência e Tecnologia ("*Portuguese Foundation for Science and Technology*"), according to the Law n.º 40/2004 of August 18th, which approved the Research Grant Holder Statute.

The Regulation clarifies the process of conceding grants and the rights and obligations of the grant holders during their activities.

Besides these grants, INESC TEC also receives grant holders of other institutions who develop activities in the same area, being in these cases, a "Host Institution".

Grant holders from other institutions also subscribe the Grants Regulation by signing an Acceptance Term, in which they accept INESC TEC's internal rules and the obligations resulting from the Grants Regulation, as long as these are in accordance with the rules of the grants they benefit from.

VI.6.3.1 INESC TEC's Grant Holder Nucleus

INESC TEC's Grant Holder Nucleus gives to grant holders all the necessary information about the Grant Holder Statute, the application of INESC TEC's Grant Regulation and the internal rules of INESC TEC.

It also helps grant holders in other matters such as accommodation, Social Security's formalities, etc. This Nucleus is located in Human Resources, and Margarida Gonçalves (*margarida.goncalves@inesctec.pt*) is the person to whom you may address to.

Relevant information to Grant holders is also available in the intranet, in the Human Resources area.

V.6.3.2 Human Resources Policy

a) Quarterly Evaluation of the Grant Holders

As a rule, grant holders are subjected to a performance evaluation that occurs quarterly and which may entitle them to an additional payment.

b) Additional Payments

In the sequence of the quarterly evaluation, additional payments may be paid to Grant Holders; these payments are not part of the grant and, thus, they are subjected to income tax.

The additional payment resulting from the performance evaluation of the grant holders is paid quarterly, the very next month following the trimester subjected to evaluation, as professional incomes.

V.6.3.3 Maternity and Paternity/Family Assistance/Disease

In accordance with article 9, n-º 1, paragraph f) and g) of the Research Grant Holder Statute, Law n.º 40/2004, grant holders are entitled to suspend the activities financially supported by the grant due to maternity, paternity, adoption and family assistance - under the conditions stated in the general law of the public sector workers -, and due to sickness - duly justified by a medical certificate - in order to obtain leaves or justified absences for these eventualities.

The suspension of the activities for the above mentioned reasons allows the grant holder to extend the grant duration for the suspension period.

INESC TEC will continue to pay the grant, only in the cases not covered by the Voluntary Social Security or by the Social Security regime to which the grant holder belongs.

V.6.3.4 Period of Rest

Grant holders are entitled to a period of rest of 2 working days for every complete month of the grant, with a limit of 22 working days per year.

The period of rest must be scheduled in accordance with the grant holders' scientific advisor.

V.6.3.5 Social Security

Voluntary Social Security

In the terms of the Research Grant Holder Statute, grant holders shall join the voluntary social security if they wish to ensure their right to social security.

The voluntary social security covers invalidity, aging, death, illness, pregnancy and occupational diseases. The voluntary social security is applicable to situations that are not foreseen in the obligatorily framework, and has a residual and subsidiary character.

Independent Workers Regime

Grant holders, who jointly with the grant, get additional payments resulting from the quarterly evaluation, will be included in the social security regime of independent workers when the value of their annual income exceeds six times the reference Rate of Social Supports ("Indexante de Apoios Sociais").

The owners of the incomes resulting from independent activities shall communicate to the Social Security institutions or to the Public Department of Financial Services the beginning of the activities.

V.6.3.6 Personal Accident Insurance

During the period of the grant, the grant holder will benefit from a personal accident insurance to cover the professional risks in his research activity. The insurance shall be extended in case of travelling abroad.

V.6.4.1 Work Duration and Schedule

The number of working hours per week established in employment contracts at INESC TEC is 36 hours (7 hours and 12 minutes per day), fulfilled in a flexible work schedule, in accordance with the Work Schedule Regulation in force.

The Work Schedule Regulation applies to INESC TEC's Employees and also, with the necessary adjustments, to Grant Holders and Paid Trainees (curricular, extra-curricular and professional) working full-time.

V.6.4.1.1 Period of functioning

The Reception of INESC TEC is open 24 hours a day, so INESC TEC's buildings in Asprela Campus are permanently accessible.

However, for purposes of the Work Schedule Regulation, the following periods of functioning are established:

- ☉ normal period of functioning - from 9:30 a.m to 6:00 p.m;

- ☉ extended period of functioning – from 7:00 a.m to 10:00 p.m.

V.6.4.1.2 Work Schedule

INESC TEC offers a flexible work schedule. This means that, except for those periods of mandatory attendance, employees can manage the rest of the time, in respect to the beginning and the end of the periods of daily work, without prejudice of the obligations they have to fulfil, or the obligations of attending work meetings they have been convoked for, within INESC TEC's normal period of functioning.

The periods of mandatory attendance are from 10:30 a.m to 12:00 a.m and from 3:00 p.m to 4:30 p.m, although each Centre or Service may establish a more extended period of mandatory attendance.
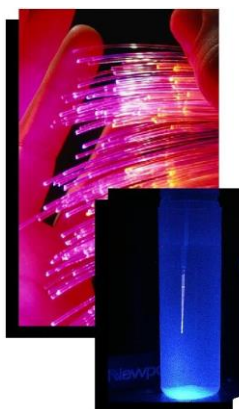
V.6.4.1.3 Attendance Registration System

To fulfil legal demands, there is an electronic attendance registration system linked to the work schedule, mandatory for all the employees, grant holders and paid trainees working full-time.

The other collaborators who own an electronic card may register their attendance in the facilities of INESC TEC in Asprela Campus, if they wish.

The individual attendance should be registered electronically, by placing the card next to the electronic device located in the main entrance. A manual registration is also possible, via Intranet's home page, clicking on "Relógio" ("*Clock*" in Portuguese) in the situations foreseen in "Ajuda" ("*Help*").

At the moment, the only exceptions to the use of this Attendance Registration System are the collaborators working in the Faculty of Engineering and in the Faculty of Sciences of the University of Porto, for whom the most suitable alternatives are being studied.

V.6.4.2 Types of engagements that regulate the relation Institution/Collaborator

All INESC TEC's collaborators have to sign a "Confidentiality Agreement", in which it is clearly stated that they will not divulge or use, by any mean, any information, products, prototypes and technical documentation to which they may have access to due to their connection to INESC TEC, unless it is necessary for the fulfilment of their functions at INESC TEC.

At his admission, each new collaborator shall also sign a Term of Responsibility for the use of Software related to the general use of software at INESC TEC. By this mean, INESC TEC aims to ensure that each collaborator uses software in accordance with the law, licence contracts and INESC TEC's internal rules, avoiding any kind of practices that involve its unauthorized reproduction or use.

V.6.4.3 Public/Bank Holidays and Other Paid Annual Leave Days

- January 1st (New Year's Day)
- Shrove Tuesday
- Good Friday
- April 25th (Liberation Day)
- Easter
- May 1st (Labour Day)
- June 10th (National Day)
- June 24th (St John - Municipal Public Holiday)
- August 15th (Assumption)
- December 8th (Immaculate Conception)
- December 25th (Christmas Day)15 de Agosto

Additionally, the Board approves at the beginning of each year, other paid annual leave days, usually when a public holiday occurs on a Thursday or a Tuesday, on Thursday afternoon before Good Friday ("Maundy Thursday"), for Christmas and New Year. The calendar of these other paid annual leave days is communicated by e-mail and publicised on the intranet

V.6.4.4 Health Insurance

The employees, grant holders and professors of higher educational institutions benefit from a Health Insurance contract signed with Fidelidade-Mundial S.A/Multicare. Some kinds of grants and all the traineeships are excluded from this benefit.

The family relatives of the collaborators covered by this insurance may also adhere to it, considering that the payment of the annuities is the responsibility of the collaborators.

The guarantees included in the insurance policy may be done through direct payments (via Multicare Network) or by repayments.

The communication of expenses for reimbursement shall be made in two possible ways:

- ✪ The collaborators may send the expenses directly to Fidelidade-Mundial, S.A./Multicare, at the address:

    Fidelidade-Mundial, S.A.
    Largo Calhariz, n.º 30
    1249–001 Lisboa

    Or

- ✪ The collaborators may send the expenses to the DIL-Human Resources, to José Carlos Dores (*jose.c.dores@inesctec.pt*) who afterwards will send them to the Insurance Company.

The expenses covered by the Insurance Policy are: Hospital Assistance, Ambulance Assistance, Medicaments and Prosthesis.

V. 6.4.5 Training policy

The training of INESC TEC's human resources comes from rising necessities of its collaborators, as well as from the several areas of activity. Therefore, this policy must be understood as an element of a global process of human resources management and development that will contribute to the institution's efficiency.

The training developed at INESC TEC is one of the possible means that it has to attain the previously defined goals and, thus, to contribute to the constant strengthening of the competences of its collaborators, and of itself as an institution, intervening in the social life.

The training, one of the most important dynamic factors of competitiveness of an institution, appears as an actual solution to the constant changes and challenges that the institution has to face.

V.6.4.6 Occupational Safety and Health

The fulfilment of Hygiene, Safety and Health procedures is a fundamental part of the working conditions of an institution, in order to attain the necessary quality of life, whether personally, or professionally.

Occupational Safety and Health activities are applicable at an individual and collective level, and are meant to prevent professional risks and to ensure the health of the collaborators at work.

INESC TEC has a contract with a company specialised in rendering services in this area, namely Occupational Health and assessments of hygiene and safety conditions.

About Occupational Health – which is only addressed to employees, grant holders and trainees – the collaborator is subjected to medical examinations at his admission and then every 2 years, in order to check his ability to work. The results of the examinations are confidential and only delivered to the collaborator.

In what concerns Hygiene and Safety conditions, regular audits of the working conditions are performed. The reports of the studies, the respective conclusions and recommendations are available in the intranet.

V.7 Travels and Daily Allowances

Travels made at the service of INESC TEC, in Portugal or in foreign countries, have their costs financially supported.

V.7.1 Daily Allowances for Travels

In general terms, daily allowances for domestic and foreign trips are to cover the expenses with accommodation and two meals, lunch and dinner.

It is strongly recommended that every collaborator takes acquaintance with every component part and condition of the internal rules of the institution which regulate their trips at the service of INESC TEC.

V.7.2 Procedures

The Secretary of the Centre in which you are included takes care of your trip, accommodation and anything else that is necessary.

All travels begin with the filling in of the form "Deslocações" done by the Secretary of your Centre in intranet.

V.7.3 Insurance

When travelling in Portugal (except Madeira and Azores) at service of INESC TEC, all INESC TEC's collaborators benefit from an insurance travel.

For travels superior to one day in Portugal - assuming there is a luggage - and for all the travels made to Madeira, Azores and foreign countries, a travel insurance must be done, being this procedure automatically foreseen.

V.7.4 Car travels

Institution's vehicles

INESC TEC owns a car whose utilisation is presently managed by Grasiela Almeida (grasiela.almeida@inesctec.pt) of CESE/CITE.

Anyone who wants to use the car shall make a reservation by INESC TEC's intranet, enabling there all the information necessary.

Car rentals

Car rentals shall preferably be done with the company which, each year, present the most advantageous conditions. This selection, after the Board' acceptance, is divulgated by the Secretariat Coordination.

Travels in your own car

Only in certain circumstances and when the distance travelled is inferior to 200 km.
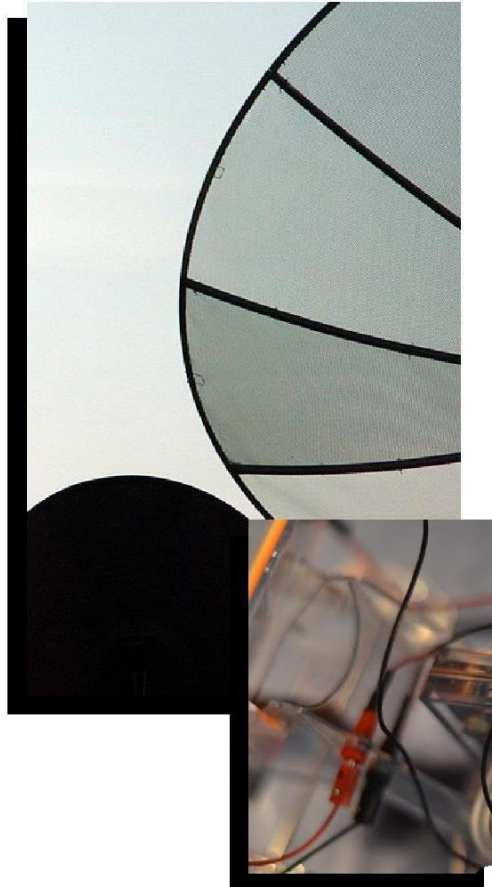
V.8 Acquisition Process of External Goods and Services and Delegation of Authority

V.8.1 Acquisition Process of External Goods and Services

The acquisition process of any patrimonial good (Investment) or perishable good (Exploitation) starts by filling in the electronic form Requisições ("Acquisitions") available in the intranet, that shall obligatorily be signed by a Centre Coordinator or Service Manager or in the case of exploitation expenses, by someone who has authorisation to do so.

Since july 2008, INESC TEC is subject to Portuguese Public Procurement rules regarding acquisitions of goods and services which imply the following of several internal procedures. For more information on the matter, please contact the Secretary of your Centre.

V.8.2 Delegation of Authority

At INESC TEC, the ability to authorise expenses is not centralised in the Board, being delegated to some persons, such as Centres' Coordinators and Services' Managers due to their function. In these cases, according to the type of expenses involved, different limits are established. Please ask your Secretary for more information.

V.9 Negotiation and Formalisation of Contracts

INESC TEC recognises and encourages the initiative of its collaborators in order to obtain contracts and to start the corresponding negotiations.

However, the presentation of contract proposals to external entities, as well as any form of commitment of the institution is subject to rules, procedures and limits of authority. In fact, only the Board has the power to bind the institution and all the contracts have to be approved (before their signature) or ratified (after their signature) in an Executive Board's meeting.

The rule, only available in Portuguese, called "Princípios Gerais para a Elaboração de Propostas e Contratualização de Prestação de Serviços" defines the basic rules that must be respected by every collaborator and is available in INESC TEC's intranet.

More information about this issue should be asked to Legal Support (aj@inesctec.pt).

V.10 Applications to Programmes for Financing Projects

INESC TEC encourages and supports the initiative of its collaborators in looking for programmes for financing their projects, establishing contacts with external partners and making proposals.

However, it is fundamental that the applications are validated by the Funding Opportunities Office (SAAF - saaf@inesctec.pt) before their submission, in order to guarantee the accuracy and uniformity of the institutional and financial data, the correct organisation of the application, as well as to keep a complete archive of the projects that are applying for a financing.

On the other hand, all the enclosures of the application that bind INESC TEC have to be signed by a Member of the Board, being the process mandatory followed up by the Services.

It is also very important to provide the SAAF with all the information, exchanged correspondence, alterations and other changes related to the project, before and after its approval.
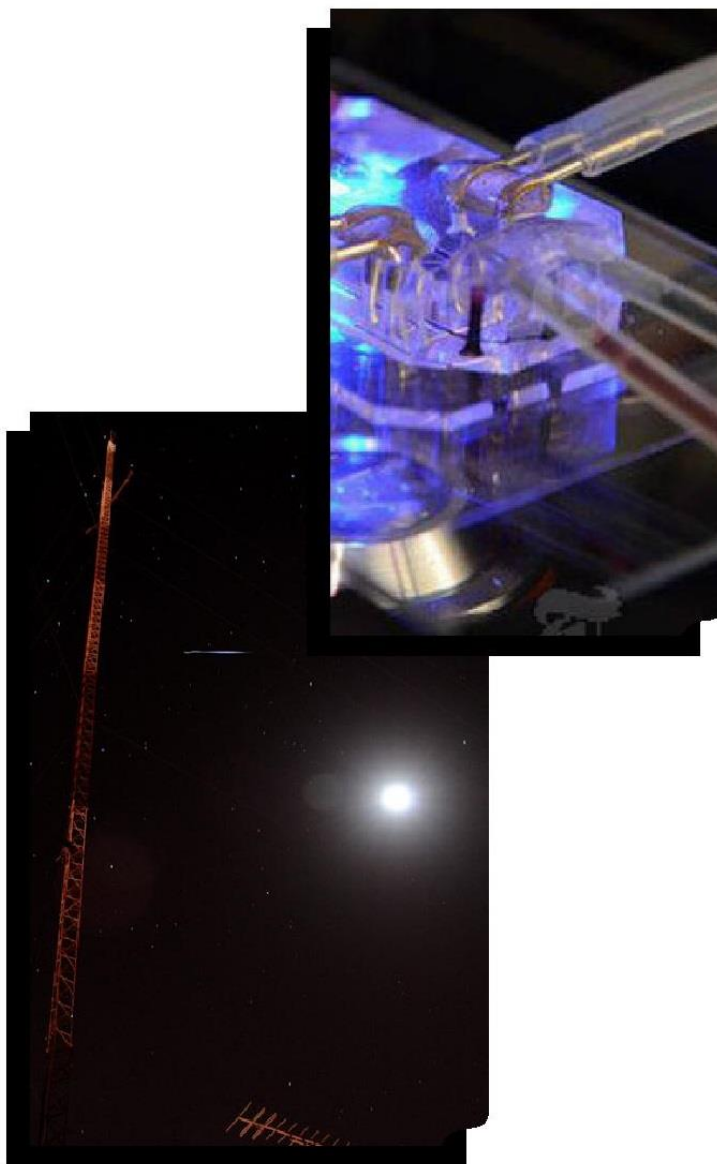
VI.   FOREIGN COLLABORATORS OF INESC TEC

VI.1 Tax Payer ID Number

Usually, in order to open a bank account in Portugal or to rent a house, the foreign citizen in Portugal will need to obtain an Individual Tax Payer ID Number ("Número Fiscal de Contribuinte - NIF").

In order to do that, he/she may contact the Secretary of his/her Centre. The necessary documents are listed, in Portuguese, in the website of Portal do Cidadão (a "Citizen Helpdesk").

VI.2 Foreign collaborators from EU/EEA/Switzerland

Citizens from any EU country may enter, stay or live in Portugal, as well as their relatives. The same thing applies to citizens from countries of the European Economic Area and Switzerland, and their family members, as well as the family members of Portuguese citizens, regardless to their nationality.

Up to three months

European Union citizens are allowed to live in Portugal for a period of three months without further conditions or formalities other than holding a valid identity card or passport.

More than three months

European Union citizens staying in Portugal for more than three months must register in order to formalise their right of residence—Certificate of Registration—within 30 days after their three months stay in the country.

VI. 3 Visas and Non-EU foreign collaborators

Non-EU foreign collaborators carrying out scientific activities (grant holders or employees) at INESC TEC may need two types of visas depending on the duration of their collaboration with the institution:

> ☙ If the period of activity is shorter than one year, the collaborators will need a temporary stay visa for a research activity to enter the country;

⚬ If the period of activity is equal or longer than one year, the collaborators will need a residence visa for a research activity or highly qualified activity.

Besides having shorter legal decision terms, these two types of visa benefit from complementary support provided by the Portuguese Ministry of Education and Science, with the aim of speeding the process of granting visas: In addition to the visa application, that must be delivered by the interested party to the respective consulate, the employer (research centers, higher education institutions, or other entities either public or private, including privately owned companies that develop highly qualified activities) may follow a complementary procedure to facilitate the celerity of the visa process. The aforementioned entities may forward a copy of all documents concerning the hiring process to the Secretary-General of the Ministry of Education and Science, who then forwards them, or the corresponding information, by electronic means, to the Directorate General of Consular Affairs and to the Aliens and Borders Service (SEF — Serviço de Estrangeiros e Fronteiras) of the Ministry of Internal Affairs.

⚬ On the other hand, foreign collaborators who wish to attend a High Education Study program should request a study visa.

All requests for visas must be submitted in the country of origin, at the Portuguese diplomatic representative of the country (i.e. the Portuguese Embassy or Consular Post), using the appropriate application form, signed by the applicant. The applicants should meet the following general terms:

a) Those that have not been subjected to a removal measure or are not in the subsequent period of time following the ban of entry in national territory;

b) Those in respect of whom an alert has not been issued for the purposes of refusing entry or stay in the Schengen Information System by any of the Contracting Parties;

c) Those in respect of whom an alert has not been issued for the purposes of refusing entry or stay in SEF's Integrated Information System, according to the contents of article 33º;

d) Those who possess sufficient subsistence means, such as defined by joint administrative rule of the Ministers of Internal Affairs and Work and Social Solidarity;

e) Those that hold a valid travelling document;

f) Those that are covered by travelling insurance.

VI.3.1 Carrying out scientific activities at INESC TEC for less than a year

In order to carry out scientific research activities in research centres, teaching activities at a higher education institution or highly qualified activities for a period of less than one year, it will be necessary for the applicants to request a Temporary Stay Visa.

These activities can only be performed at a Research Centre that is recognised by the Portuguese Ministry of Education and Science, specifically by means of a work contract, a written proposal or a contract for services supply, or a research grant for scientific purposes.

Stay Extension for Holders of Temporary Stay Visas: Holders of Temporary Stay Visas may extend their stay. For that, they must present general and specific documents to the SEF's Regional Delegation of their area of residence:

VI.3.2 Carrying out scientific activities at INESC TEC for a period that is equal or longer than a year

The Residence Visa enables its holder to enter Portuguese territory in order to request a residence permit. The residence visa is granted so that its holder can carry out scientific research activities at a research centre recognised by the Ministry of Education and Science, namely by means of a work contract, written proposal, contract for services supply or for a scientific research grant.

The residence visa is also granted so that its holder can carry out teaching activities at a higher education institution or other highly qualified activity, by means of a work contract, written proposal or a contract for services supply.

Stay extension for holders of Residence Visas: Residence Visa holders may extend their stay. For that, they must present general and specific documents to the SEF's Regional delegation from their area of residence.

VI.3.3 Attending a Higher Education Study Program

A visa is granted so that its holder may obtain a residence permit. For that, the holder must have:

- A travel document that should be valid at least for the stay's duration period;
- Under the terms provided in the Portuguese law, minors must have the permission of the paternal authority in order to remain in the country for a certain period of time;
- The holder must fulfil the condition of admission at the higher education institution.

Students are allowed to carry out a subordinated professional activity under a work contract.

VI.3.3 Traveling in the European Union

The European Union has a common list of third countries whose citizens should have a visa when they cross borders outside the Member States. The Member States are free to require, or not, a visa from the third country citizens that are not on the common list. At the same time, the Member States shall determine if stateless people or refugees from third countries should have a visa.

Warning: Before travelling to a country for which you do not have a residence permit yet, you should check in advance, if a visa is required or not. For that, you must contact the Embassy of that country in Portugal or the respective websites which provide all relevant information (nationality, travel purpose, etc.).

IMPORTANT NOTE: The information given in this chapter does not intend to be exhaustive. Besides, this subject is frequently modified and updated. Thus, it is wise to regularly consult the official website of SEF:

SEF - Serviço de Estrangeiros e Fronteiras (Aliens and Borders Service)

DIREÇÃO REGIONAL DO NORTE

Rua D. João IV, 536

Apartado 4819

4013 PORTO CODEX

Phone: 22 5104308

Fax: 22 5104385

E-mail: *dir.norte@sef.pt*

Official website: *http://www.sef.pt*

VI.4 Access to Public Health Services

Any foreign citizen legally living in Portugal has the right to health protection. You can use the Public Health Service after obtaining a National Health Service Medical Card (Cartão de Utente do Serviço Nacional de Saúde) in the Health Centre in your area of residence.

On the other hand, if you are an EU citizen, you should apply to the European Health Insurance Card (EHIC). This card proves that you are insured in an EU country and it will simplify payment and reimbursement procedures. Tus, you should always take your EHIC with you on all trips abroad.

The card is issued for free from the national public health care provider directly and must be obtained before travelling abroad.

For further information on the topic of venue and stay in Portugal, you may also visit the following websites:

- Alto Comissariado para a Imigração e Diálogo Intercultural — ACIDI (High Commissioner for Immigration and Intercultural Dialogue) at http://www.acime.gov.pt.

- Welcome Guide from ERA-MORE (European Network of Mobility Centres) at http://www.eracareers.pt/mobility/Guia%20investigador_uk.pdf.
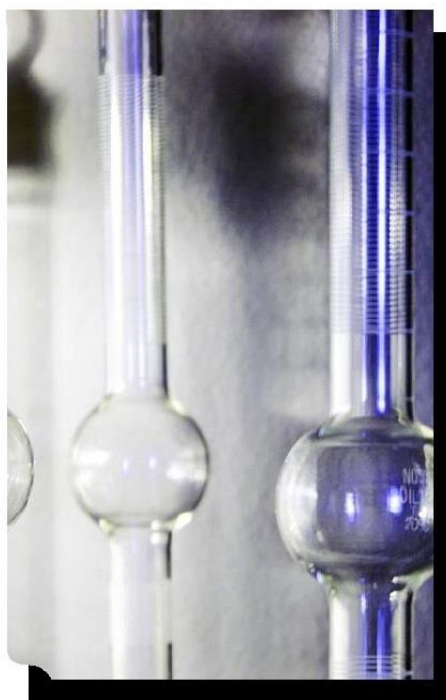
CONTACT

The communication of this Welcome Guide does not correspond to the end of its elaboration. On the contrary, as a dynamic document, it will always be in constant updating in order to satisfy the necessities of the collaborators who consult it.

Thus, if you have any doubt, suggestion, comment or question about the Welcome Guide, you may send it to the e-mail: *ag@inesctec.pt* where it will be suitably taken in consideration.

Thank you for your attention and welcome to INESC TEC.

EMERGENCY

In case of emergency, you should contact the Security Guard or call one of the following numbers:

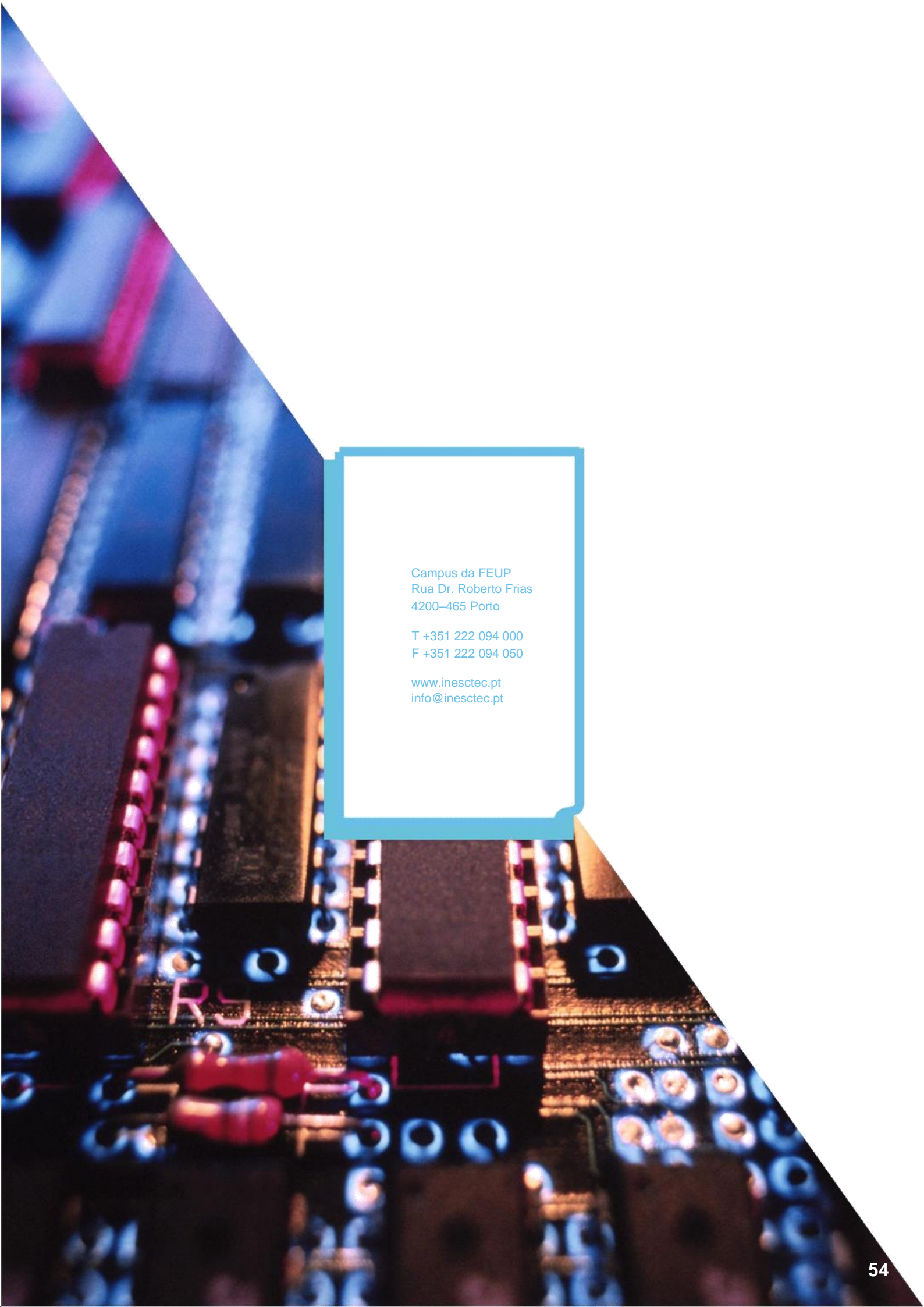*INESC TEC'S reception Phone Extension*
4000

National Emergency Phone Number
112

Fire Department - Porto
22 502 41 21

Police - Porto
22 200 68 21

Campus da FEUP
Rua Dr. Roberto Frias
4200–465 Porto

T +351 222 094 000
F +351 222 094 050

www.inesctec.pt
info@inesctec.pt