

INTERNAL REGULATIONS

of the International Scientific Thematic Network for Environmental Technologies

1. General Regulations

- 1.1. The name of the Network is: International Scientific Thematic Network for Environmental Technologies and the acronym is ENVITECH-Net.
- 1.2. The working language of the Network is English. Partially activities of the Network targeted solely to co-operation of the Polish Members may be carried out in Polish.

2. Objectives and thematic scopes of the International Scientific Thematic Network for Environmental Technologies

- 2.1. The main objective of the Network is consolidation of Polish and foreign RTD potential to integrate applied research with the needs of industry and development of innovative environmental technologies.
- 2.2. Specific objectives of the Network are:
 - a) Strengthening of co-operation and integration Polish and foreign RTD units in the field of environmental technologies.
 - b) Promotion of innovative achievements in the field of environmental technologies and in particular - promotion of solutions worked out with participation of Polish research teams as a contribution to the development of the most recent knowledge.
 - c) Establishing a forum for identification of problems, exchange of information and dissemination of the results of RTD projects concerning innovative environmental technologies.
- 2.3. Thematic areas of the Network include:
 - a) RESEARCH FIELD 1: Water resources protection: shaping and protection of water resources, use of water, water resources management, in that:
 - Development of improved water metering and leak detection systems
 - Development of improved water and sewage decentralised distribution systems
 - Development of technologies for sustainable water recycling/reuse from wastewater („grey-water” and „black□water”)
 - Development of measurement methods - techniques for remote sensing, standards for measurement methods and data collection, multi-sensors
 - Research on water resources shaping and flood control, in that:
 - o Development of mathematical models for flood prediction/prevention and impact mitigation
 - Development of innovative environmental protection technologies, in particular:
 - o Membrane-based technologies
 - o Advanced oxidation technologies
 - o Separation and recycling technologies
 - o Biotechnologies - production of tailor-made biofilms
 - o Innovative technologies based on advanced biological nutrient removal processes
 - o Technologies based on anaerobic processes

- Sewage sludge technologies.
- b) RESEARCH FIELD 2: Development of technologies for global climate change prevention, in that:
 - Development of technologies for hydrogen production from fossils, renewable and other sources
 - Development of technologies for transport, storage and end-use of hydrogen (fuel cell systems) for clean decentralised energy supply
 - Development of greenhouse gas-free energy technologies
 - Development of technologies for sequestration of carbon dioxide from fossil fuels
 - Development of technologies based on renewable energy sources, such as: wind, biomass, photovoltaic and photothermal cells, wave and ocean energy
- c) RESEARCH FIELD 3: Development of technologies for sustainable production and consumption, in that:
 - Development of clean technologies based on effective use of resources
 - Development of resource-based technologies
 - Development of nanoscience and nanotechnology clean processes, products and materials accompanied by an emphasis on life cycle analysis
 - Development of technologies for the treatment of waste, including hazardous waste, with recovery of materials
- d) RESEARCH FIELD 4: Development of soil protection technologies, in that:
 - Development of biotechnology and research on life science technologies that improve our understanding of soil microbiology and microbial diversity
 - Development of remediation technologies for contaminated soil
 - Development of technologies that fight land degradation desertification and soil contamination and help protect vulnerable ecosystems
 - Development of technologies for soil monitoring and development of soil erosion and degradation biomarkers.
- e) RESEARCH FIELD 5: Development of cross-cutting research covering the above mentioned 4 research areas, in that
 - Development of Information Communication Technologies for better control of industrial processes (such as equipment, probes, control systems), that improve collection, storage, processing, standardisation and interpretation of data
 - Development of management and monitoring systems
 - Development of telematic technologies
 - Development of e-Business, including commerce, industry and services
 - Development of biotechnologies in environmental protection and engineering
 - Development of Global Navigation Satellite Systems, Global Monitoring for Environment and Security, (programmes for radio navigation by satellite)
 - Development of socio-economic research and policy analysis tools: for example, tools to internalise environmental costs into pricing and accounting systems

3. Seat of the Network

- 3.1. The seat of the Network is the seat of the Network Co-ordinating Unit.

4. Membership

- 4.1. A member of the Network may be any legal person, Polish or foreign, conducting research and scientific activity or any legal entity conducting activity consistent with the thematic areas of the Network, referred to in Clause 2.3.
- 4.2. The Steering Committee, provided that at least 50% of the total number of Committee members are present, decides in an open voting by a majority of votes on admittance of the legal person, referred to in Clause 4.1, to the Network and on granting the Network Membership. Voting is conducted based on the Application Form submitted electronically to the Network Coordination Office. Model Application Form comprises Annex 1 to this Regulations.
- 4.3. The legal person, referred to in Clause 4.1. acquires the Membership status upon signing Declaration of membership, comprising Annex 2 to this Regulations in which the Network Member declares to support the realisation of objectives and activities of the Network and declares to which Research Field or Fields referred to in Clause 2.3 it will belong to.
- 4.4. A Member of the Network may resign from the Network membership with immediate effect by submitting a resignation in writing.
- 4.5. A Member of the Network may be excluded from the Network followed:
 - a) a decision of the Network Co-ordinator, as a result of losing legal status or declaration of bankruptcy, directly after obtaining such an information,
 - b) a decision of the Steering Committee, adopted in an open voting by a majority of votes, provided that at least 50% of its members are present, as a result of breaching the Internal Regulations or taking no activity in the works of the Network covered by the Network Action Plan.
- 4.6. Membership in the Network does not exclude membership in other networks.

5. Detailed rights and duties of the Network members

- 5.1. The Members of the Network have a right to:
 - a) benefit from the Network Grants, in accordance with the separate regulations,
 - b) obtain discounts on payments related to participation in events organised or co-organised by the Network,
 - c) initiate activities (conferences, seminars, brokerage meetings, working group meetings) supported by the Network,
 - d) take an active part in a decision process concerning the Network activities,
 - e) participate in voting and elections of the Network bodies
- 5.2. The Members of the Network are obligated to:
 - a) support the Network activity and taking part in events organised by the Network,
 - b) follow the provisions of this Regulations,
 - c) cover participation costs in events organised by the Network,
 - d) pay a membership fee for each calendar year no later than on the last of February.

6. Network organisational scheme

- 6.1. The Network organisational scheme shall comprise of the following bodies:
 - a) General Assembly of the Network Members,

- b) Steering Committee,
- c) Network Co-ordinating Unit.

7. General Assembly of the Network Members

- 7.1. The General Assembly of the Network Members is the highest governing body of the Network. The General Assembly of the Network Members comprises of authorised representatives of all Members of the Network. Each Member is entitled to one vote at the General Assembly.
- 7.2. The Network members are represented by persons authorised in Declaration of Membership or by a third party authorised each time for representing the Network Member in General Assembly.
- 7.3. Without prejudice to the Clause 7.4. and 7.7. decisions are adopted by a resolution in a way of open voting, provided that at least 50% of the authorised Network Members are present - except where provided otherwise by this Regulations. The General Assembly may adopt only resolutions declared in the agenda.
- 7.4. If the meeting of the General Assembly is convened in the second term the adopted resolutions shall be binding regardless the number of Members present at the meeting.
- 7.5. Ordinary General Assembly of the Network Members shall be held once a year. It shall be convened in writing or by e-mail by the Network Co-ordinator upon a mutual agreement with the Steering Committee regarding its date. Notifications including a detailed agenda of the meeting shall be sent with a one month notice, taking into account the date of the postmark or sending in an electronic way. The Chairman of the meeting shall be the Network Co-ordinator or any other member of the Steering Committee appointed by the Co-ordinator.
- 7.6. Extraordinary General Assembly of the Network Members:
 - a) shall be convened by the Network Co-ordinator upon a mutual agreement with the Steering Committee provided that it is required by the interest of the Network,
 - b) shall be convened upon a written request of at least 1/3 of the Network members. The Members' request should include a draft version of the agenda.
- 7.7. Notifications of extraordinary General Assembly shall be sent with a two weeks' notice, taking into account the date of the postmark or sending an e-mail. The extraordinary General Assembly of the Network Members is capable of adopting resolutions regardless the number of the Members present at the meeting.
- 7.8. The General Assembly of the Network Members shall resolve on the following matters:
 - a) changes and amendments to the Internal Regulations;
 - b) crucial working policies and co-operation strategies of the Network;
 - c) appointment and dismissal of the Steering Committee members;
 - d) approval of a Network Activity Report and Network Activity Plan for the next year, submitted by the Steering Committee once a year
 - e) exoneration of the Steering Committee; the adequate decision shall require the approval of a qualified majority of 2/3 of votes cast in a secret voting by the Network members present at the General Assembly meeting
 - f) dissolution of the Network; the aforesaid resolution shall be adopted in a secret voting by a qualified majority of 2/3 of votes cast by the members of the General Assembly
 - g) any other activities, which do not belong to general management but are related to the realisation of joint efforts of the Network

- 7.9. General Assembly and Steering Committee decisions, except decisions concerning the Network dissolving, may be adopted in an electronic way.

8. Steering Committee

- 8.1. The Steering Committee shall resolve on all matters relating to the Network, unless a separate resolution adopted by the General Assembly of the Network Members is required. The Committee shall draft and put into realization resolutions of the General Assembly, control current matters as well as submit reports to the General Assembly.
- 8.2. The Steering Committee consists of:
- a) Network Co-ordinator,
 - b) two representatives of each Research Field referred to in Clause 2.3.
- 8.3. Members of the Steering Committee, referred to in 8.2 b) shall be elected by the Network Members in a secret voting in groups, where one group represents each Research Field. Candidates for the Steering Committee members shall put forward a candidature in Research Field, in accordance with specialisation defined in Declaration of Membership. Each Network Member shall vote for one candidate in every Research Field, that he belongs to, according to the Declaration of Membership. A candidate who obtains the highest number of votes shall be elected as the Research Field Leader and a candidate who obtains second highest number of votes shall be elected as the Research Field Vice Leader.
- 8.4. The tenure of the Steering Committee shall be four years counting from the date of voting completion. However, the current Steering Committee shall be in authority until the personal structure of the Committee is determined.
- 8.5. Leaders and Vice Leaders of particular Research Field shall delegate one representative to take part in the Steering Committee works. Leaders and Vice Leaders shall get reimbursement of the costs for work in the Steering Committee on terms defined in other agreement.
- 8.6. The Steering Committee member may cease taking part in The Steering Committee works as a result of:
- a) the Steering Committee member dismissal by the General Assembly,
 - b) written resignation of the Steering Committee member,
 - c) resignation from participation in the Network activity.
- 8.7. In the case, when the Steering Committee member ceases participation in the Steering Committee works, supplementary voting is carried out on the terms referred in Clause 8.3. in the particular Research Field.
- 8.8. Meetings of the Steering Committee shall be held at least twice a year.
- 8.9. Each year the Steering Committee shall draw up a Network Activity Plan and report on its execution. The reporting year shall be the calendar year.
- 8.10. The Steering Committee shall be capable of adopting resolutions at the presence of at least 7 members. Resolutions are adopted by a simple majority of the votes cast. Resolutions on urgent matters can be adopted by means of an e-mail or fax provided that no objection is raised by any member of the Steering Committee and submitted to the Network Co-ordination Office within 7 days from the receipt of the information.

9. Network Co-ordinating Unit

- 9.1. The Network Co-ordinating Unit is the Institute for Ecology of Industrial Areas in Katowice.

- 9.2. The tenure of the Network Co-ordinating Unit shall be of unlimited duration, unless the General Assembly of the Network Members adopts a resolution on its change.
- 9.3. The Network Co-ordinating Unit shall appoint the Network Co-ordinator.
- 9.4. The Network Co-ordinator shall be authorised to sign on behalf of the Network members the agreements related to their joint efforts undertaken within the scope previously agreed, excluding financial liabilities of the Network members.
- 9.5. Activity of the Network Co-ordinator is supported by the Network Co-ordination Office, located in the seat of the Network Co-ordinating Unit.

10. Network Co-ordination Office

- 10.1. The Network Co-ordination Office shall be responsible for the following:
 - a) current matters related to the Network
 - b) administrative activity for the Network Co-ordinator and the Steering Committee
 - c) dissemination of scientific information among members of the Network
 - d) organising meetings of the Steering Committee and the General Assembly of the Network Members
 - e) developing draft resolutions of the Steering Committee and the General Assembly and their implementation
 - f) development and administration of the ENVITECH-Net Internet service
 - g) reports on financial matters and activity of the Network.

11. Communication in the Network

- 11.1. The Network members are obliged to provide valid official data (i.e. contact address, phone and fax numbers, e-mail addresses, representative and contact persons of the Network Member) in the Declarations of membership. The Network member is responsible for updating provided data.
- 11.2. Electronic way of communication involves:
 - a) a two-way information transfer by e-mails using office@envitech-net.org address and addresses of the representatives of the Network Members provided in the Declaration of Membership and its further updates,
 - b) a two-way information transfer by fax machines using valid numbers of the Coordination Office and numbers of the Network Members provided in the Declaration of Membership and its further updates.

12. Financing the Network activity

- 12.1. Activity of the Network shall be financed by:
 - a) annual membership fees in the amount of 100 euro paid annually by the end of February at the bank account of the Network Co-ordinating Unit;
 - b) own financial means of the Network members;
 - c) grants and financial means obtained from other sources, including budgetary funds for science, acquired in compliance with other regulations in force.
- 12.2. Costs of the Network activity include:

- a) costs incurred by the Network Co-ordinating Unit relating to the activity of the Network, including costs borne by the Network Co-ordinator and Network Co-ordination Office;
- b) costs of the Steering Committee activity;
- c) costs connected with the participation of members in the works performed by the Network;
- d) costs of joint efforts undertaken within the Network.

13. Joint efforts undertaken within the Network

- 13.1. Joint efforts undertaken within the Network shall include activities specified in the an annual Network Activity Plan approved by the General Assembly of the Network Members and presented by the Steering Committee, in that:
 - a) organisation of a series of seminars to exchange information and experience of the Network members within the carried out scientific research in the field of innovative environmental technologies
 - b) organisation of annual scientific conference on innovative environmental technologies with the participation of representatives of other national networks as well as European networks, sharing similar fields of interest
 - c) updating a database on the carried out RTD works in the field of innovative environmental technologies
 - d) organisation of workshops with representatives of industry, public and local administration aimed at identification of problems and facilitating the implementation of results of the RTD works
 - e) initiatives aimed at increasing participation of the Network members in other important programmes and international projects, particularly those which are co-financed from foreign non-repayable funds, by supporting staff exchange and participation of the Network members in conferences, seminars and meetings both in Poland and abroad.
 - f) administration of ENVITECH-Net Internet service

14. Request for amendments to Internal Regulations

- 14.1. Request for amendments to Internal Regulations may be made by the Steering Committee upon the acceptance of at least 7 of its members.
- 14.2. A request for amendments to Internal Regulations may also be made by at least 7 members of the Network.

15. Final regulations

- 15.1. The effective date of the Internal Regulations shall be the date of its approval by the General Assembly of the Network Members.
- 15.2. The law applicable to the Declaration of membership referred to in Clause 4.3 shall be the Polish Law.
- 15.3. Any disputes arising from or related to the Declaration of membership, which cannot be settled in an amicable way by the members of the Network shall be brought to the exclusive jurisdiction of the competent Court in the seat of the Network Co-ordinating Unit.

Institute, Department, Laboratory, etc.	MODEL FORM
Address	
Name & scientific degree of a contact person	
Telephone/Fax	
E-mail	
WWW	

Please indicate a research field and topic and name projects your organisation is active in:

RESEARCH FIELD 1: Water resources protection: shaping and protection of water resources, use of water, water resources management.

- 1.1. ☐ Development of improved water metering and leak detection systems
- 1.2. ☐ Development of improved water and sewage decentralised distribution systems
- 1.3. ☐ Development of technologies for sustainable water recycling/reuse from wastewater („grey-water” and „black-water”)
- 1.4. ☐ Development of measurement methods – techniques for remote sensing, standards for measurement methods and data collection, multi-sensors
- 1.5. ☐ Research on water resources shaping and flood control, in that:
- 1.6. ☐ Development of mathematical models for flood prediction/prevention and impact mitigation
- 1.7. ☐ Development of innovative environmental protection technologies: Membrane-based technologies
- 1.8. ☐ Development of innovative environmental protection technologies: Advanced oxidation technologies
- 1.9. ☐ Development of innovative environmental protection technologies: Separation and recycling technologies
- 1.10. ☐ Development of innovative environmental protection technologies: Biotechnologies – production of tailor-made biofilms
- 1.11. ☐ Development of innovative environmental protection technologies: Innovative technologies based on advanced biological nutrient removal processes
- 1.12. ☐ Development of innovative environmental protection technologies: Technologies based on anaerobic processes
- 1.13. ☐ Development of innovative environmental protection technologies: Sewage sludge technologies

RESEARCH FIELD 2: Development of technologies for global climate change prevention

- 2.1. ☐ Development of technologies for hydrogen production from fossils, renewable and other sources
- 2.2. ☐ Development of technologies for transport, storage and end-use of hydrogen (fuel cell systems) for clean decentralized energy supply
- 2.3. ☐ Development of greenhouse gas-free energy technologies
- 2.4. ☐ Development of technologies for sequestration of carbon dioxide from fossil fuels
- 2.5. ☐ Development of technologies based on renewable energy sources, such as: wind, biomass, photovoltaic and photothermal cells, wave and ocean energy

RESEARCH FIELD 3: Development of technologies for sustainable production and consumption

- 3.1. ☐ Development of clean technologies based on effective use of resources
- 3.2. ☐ Development of resource-based technologies
- 3.3. ☐ Development of nano-science and nanotechnology; clean processes, products and materials accompanied by an emphasis on life cycle analysis
- 3.4. ☐ Development of technologies for the treatment of waste, including hazardous waste, with recovery of materials

RESEARCH FIELD 4: Development of soil protection technologies

- 4.1. ☐ Development of biotechnology and research on life science technologies that improve our understanding of soil microbiology and microbial diversity
- 4.2. ☐ Development of bio-remediation technologies for contaminated soil
- 4.3. ☐ Development of technologies that fight land degradation desertification and soil contamination and help protect vulnerable ecosystems
- 4.4. ☐ Development of technologies for soil monitoring and development of soil erosion and degradation biomarkers

RESEARCH FIELD 5: Development of cross-cutting research covering the above-mentioned 4 research areas

- 5.1. ☐ Development of Information Communication Technologies for better control of industrial processes (such as equipment, probes, control systems), that improve collection, storage, processing, standardization and interpretation of data
- 5.2. ☐ Development of management and monitoring systems
- 5.3. ☐ Development of telematic technologies
- 5.4. ☐ Development of e-Business, including commerce, industry and services
- 5.5. ☐ Development of biotechnologies in environmental protection and engineering
- 5.6. ☐ Development of Global Navigation Satellite Systems, Global Monitoring for Environment and Security, (programmes for radio navigation by satellite)
- 5.7. ☐ Development of socio-economic research and policy analysis tools: for example, tools to internalise environmental costs into pricing and accounting systems

Short description of core activities:

MODEL
FORM

Titles of RTD projects **currently led** in the field of environmental technologies, duration time, name of region/s, project leader:

International Projects (financing method, e.g. FP6, INTERREG III, title of a project, duration):

**MODEL
FORM**

5 most related publications:

!!! PLEASE, SEND FILLED-OUT FORM BACK TO THE FOLLOWING ADDRESS:

**ENVITECH-Net Coordination Office
Institute for Ecology of Industrial Areas
6 Kossutha Str.,
PL-40844 KATOWICE
Poland**

More information about the scope of the network to be found on <http://www.envitech-net.org>.

Electronic version of this form may be obtained from the website and sent by e-mail to office@envitech-net.org

ENVITECH-NET

MEMBERSHIP DELARATION FORM / DEKLARACJA CZŁONKOWSKA

Name of the Member Organisation <i>Nazwa Organizacji Członkowskiej</i>	
Full address <i>Adres</i>	
Tax Identification Number / <i>NIP</i>	
Full Name of the representative of Member's authorities <i>Imię i nazwisko przedstawiciela władz Członka Sieci</i>	MODEL FORM
Title (Mr./Ms./Dr./Prof) / <i>Tytuł</i>	
Position <i>Stanowisko</i>	
Telephone / <i>Telefon</i>	
Fax	
E-mail	
Full Name of the contact person* <i>Imię i nazwisko osoby kontaktowej*</i>	
Title (Mr./Ms./Dr./Prof) / <i>Tytuł</i>	
Position <i>Stanowisko</i>	
Telephone / <i>Telefon</i>	
Fax	
E-mail	

* to be filled in the case when the Contact Person is different than the Legally Authorised Person, the Contact Person is a representative of the organisation authorised to vote and take binding decisions on behalf of the Legally Authorised Person of the Member Organisation

należy wypełnić w przypadku, gdy osobą kontaktową nie jest osoba uprawniona do reprezentowania Organizacji Członkowskiej; osoba kontaktowa to osoba upoważniona do głosowania i podejmowania wiążących decyzji w imieniu osoby uprawnionej do reprezentacji Organizacji Członkowskiej

I hereby declare that our organisation shall:

- actively participate in the ENVITECH-Net Network activities facilitating accomplishment of the Network goals, especially in thematic scopes chosen in the Application Form and its further updates,
- act in accordance with the provisions of the Internal Regulations of the Network,
- pay the annual membership fee until the last day of February in the amount specified in the Clause 12.1. a) of the Internal Regulations.

I agree to processing and presenting the data of the organisation I represent on the ENVITECH-Net web pages exclusively for the purposes of the network activities.

Niniejszym oświadczam, iż organizacja, którą reprezentuję będzie:

- *aktywnie uczestniczyć w działaniach sieci ENVITECH-Net, zmierzających do osiągnięcia celów Sieci, zwłaszcza w ramach zakresów tematycznych określonych w Formularzu Aplikacyjnym i jego dalszych aktualizacjach,*
- *działać zgodnie z przepisami Regulaminu Wewnętrznego sieci,*
- *uiszczać roczną składkę członkowską do ostatniego dnia lutego każdego roku z góry, zgodnie z punktem 12.1.a) Regulaminu Wewnętrznego.*

Wyrażam zgodę na przetwarzanie i prezentowanie danych organizacji, którą reprezentuję, wyłącznie w celach zgodnych z działaniami sieci.

.....
Representative of the Member's authorities
Przedstawiciel władz Członka Sieci

.....
ENVITECH-Net Co-ordinator
Koordinator Sieci ENVITECH-Net

.....
Contact person of the Member of the Network
Osoba kontaktowa Członka Sieci

MODEL FORM

Place & Date / *Miejsce i data:*

Please, send back to the Co-ordination Office one copy of the Membership Declaration form filled in and signed by the persons indicated.

Proszę odesłać jeden egzemplarz wypełnionej Deklaracji członkowskiej, podpisany przez wskazane osoby, na adres Biura Koordynacyjnego Sieci ENVITECH-Net