

Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Engineering Laboratories (Trial)

Chapter 1 General

Article 1 To strengthen and standardize the construction and operation management of the engineering laboratory of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), according to the relevant regulations of the state ministries, Guangdong Province and Shenzhen Municipality, and combination with the actual conditions of the SIAT, these Measures are hereby formulated.

Article 2 These Measures apply to the engineering laboratories approved by the State ministries, Guangdong Province and Shenzhen Municipality and built by the SIAT.

Chapter 2 Management Institution and Responsibilities

Article 3 The Department of Science & Technology Development of the SIAT is the management department of the construction and operation of engineering laboratories to supervise and assist laboratory construction and operation, major activities, project application, external exchanges, operation evaluation on the whole, with its responsibilities including:

1. Deploying and fostering relevant engineering laboratories according to the discipline construction and scientific research development of the SIAT;
2. Guiding the construction and operation of the engineering laboratories, coordinating and solving the major problems in the development of the engineering laboratory according to the management measures of the superior competent departments;

3. Assisting in organizing to recommend the engineering laboratory head and deputy head to report to the superior competent department;

4. Organizing annual operation evaluation of engineering laboratories, cooperating with the superior competent department to make evaluation and inspection;

5. Responsible for reviewing and approving changes such as engineering laboratory name, project construction unit according to the developmental needs, and reporting such changes to the superior competent department.

Article 4 The research institutes and scientific research units of the SIAT are the specific departments responsible for the construction and operation of engineering laboratories, with their main responsibilities including:

1. Fostering relevant engineering laboratories according to the development and deployment of the SIAT and in combined with the actual situation of the scientific research unit, and organizing the application work to strive for the approval of the superior competent department;

2. Preparing the development planning for the approved engineering laboratories, implementing the supporting conditions for the construction and operation of the engineering laboratories, raising funds for the construction and operation of the laboratories, and ensuring the normal operation of the engineering laboratories;

3. Ensuring the openness and sharing of engineering laboratories to provide R&D and test conditions for relevant major strategic tasks and key projects;

4. Organizing the selection and recommendation of engineering laboratory head and deputy head.

Article 5 Each engineering laboratory should set up the post of full-time (part-time) secretary who carries out daily routines, with the responsibilities including:

1. Summarizing and preparing annual report;

2. Assisting the head to carry out daily scientific research business, related planning, management and services for instruments and equipment, fund use, etc.;

3. Responsible for organizing laboratory exchange activities at home and abroad, and conducting business contact with relevant organizations at home and abroad;

4. Responsible for the construction, publicity, update, and maintenance of the laboratory's webpage;

5. Assisting the laboratory head to handle other scientific research and administrative affairs.

Chapter 3 Operation Management

Article 6 The operation and management of the engineering laboratory should be according to the specific requirements of the superior competent department. The engineering laboratory head is fully responsible for the daily routines of the laboratory, including organizing to prepare the development planning, operation management system and annual work plan, organizing scientific research work and talent team construction.

Article 7 The engineering laboratory should ensure the efficient operation, openness and sharing of scientific research instruments, and implement data sharing according to the relevant regulations and requirements of the superior competent department.

Article 8 The engineering laboratories should strengthen the protection of intellectual property rights. The monographs, papers, software, databases and other research results completed by the engineering laboratory should be marked with the name of the engineering laboratory, and the patent application, transfer of technical achievements, reward declarations should be handled according to the relevant regulations of the state.

Article 9 The government subsidy funds accepted by the engineering laboratory should be used in strict accordance with the relevant requirements of the superior competent department. If such funds need to be used through public bidding, they are not allowed to make expenditures without public bidding.

Article 10 If an engineering laboratory needs to change its name or the project construction unit, etc., a written report should be submitted by the research institute and forward to the superior competent department for approval by the Division of Science & Technology Development after its review.

Chapter 4 Supervision and Evaluation

Article 11 If the superior competent department requires the submission of the annual work summary report, the engineering laboratory should complete the materials before the prescribed time, and submit them to the superior competent department after reviewed by the Department of Science & Technology Development.

Article 12 To better understand the development status and existing problems of the laboratories, supervise and motivate them, the SIAT assesses and evaluates each engineering laboratory by grade and field every two years, and gives appropriate rewards and punishments according to the assessment results, including: priority recommendation of laboratory promotion, priority recommendation of limited competitive project declaration, etc. (Laboratories explicitly required, by the superior competent department, to accept assessment and evaluation every year should follow this)

Article 13 Engineering laboratory evaluation mainly includes: The completion situation of major strategic tasks and key projects related research and development work; obtained independent intellectual property technology achievements and their supporting and driving to the industrial development; the construction and utilization of R&D test facilities; industry-university-research cooperation and talent team construction, etc.

Chapter 5 Bylaw

Article 14 The English and Chinese names of the engineering laboratories should be used according to the requirements of the superior competent department. For example, National Engineering Laboratory of XX; Guangdong Province Engineering Laboratory of XX; Shenzhen Engineering Laboratory of XX.

Article 15 The relevant personnel of the engineering laboratories should abide by these measures and the relevant management system. Each laboratory may formulate specific internal rules and regulations based on these measures.

Article 16 Matters not covered should be carried out according to the administrative measures of the engineering laboratory of the superior competent department.

Article 17 Engineering centers, public service platforms refer to engineering laboratory sequence management.

Article 18 The Department of Science & Technology Development of SIAT shall be responsible for the interpretation of these Measures, which shall come into force as of the date of promulgation.

Attachment

Engineering Laboratory Evaluation Index System

Index	Weight	Key point
R&D tasks and undertaken projects	30%	<p>1. R&D tasks and goals: R&D tasks and goals are clear, which are oriented to the national and local high-tech development direction, focusing on breaking through the constraints of core technologies and key components in emerging industries and key industries, and improving the independent innovation ability and core competitiveness of the industry.</p> <p>2. Important tasks undertaken at the national, provincial and local levels: Tasks undertaken should be align with the laboratory industry development directions, in favor of committing national, provincial, local and enterprise horizontal research topics;</p>
Research achievement level	50%	<p>Representative R&D result level: Representative results refer to the important R&D results produced by the laboratory as the base and the regular members of the laboratory during the evaluation period. Focus on R&D results, such as new technologies, new processes, new products, new standards, etc., and a number of independent intellectual property rights having been reserved, pending or under industrialization of R&D results, influence on industry's technological development and transformation.</p>

Team construction and operation management	20%	1. Team structure construction: An engineering laboratory should have a high-quality fixed personnel team, including high-level engineering and technical core personnel and young and middle-aged technical backbone and stable management personnel, laboratory personnel should be happy to unite and
--------------------------------------------	-----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>cooperate, with a good style of study.</p> <p>2. Operation and management: An engineering laboratory has established a set of flexible and efficient management and operation mechanism, market-oriented incentive mechanism, achievement transfer and transformation mechanism and open sharing mechanism, with sound rules and regulations, scientific and orderly daily management. The responsibilities to positions are clear, and the research data are complete.</p>
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------