



Internal Charter

INCT Participa – Transformations in Participation, Associativism, and Political Contention

PRELIMINARY CONSIDERATIONS

The INCT Participa connects and empowers a network of national researchers and international collaborators with the goal of advancing knowledge on how the interactions between political actors and civil society have been reshaped in post-2013 Brazil. Special attention is given to innovations in participation, whether institutional or extra-institutional, formal or informal associativism, as well as disruptive or uncivil forms of civil society mobilization. The aim is not merely to advance the research agenda of a well-established and internationally recognized subfield of social sciences in Brazil, but also to respond to the pressing demands and questions emerging from the sociopolitical crisis that has affected various contemporary democratic regimes. The responses also include a crucial element of intervention or social impact, aiming to enhance state capacities and strengthen the actions of civil society actors.

To achieve this overarching goal, the INCT Participa coordinates a network of research centers with a well-established partnership, consolidated through the Democracy and Participation network. The network is extensive, with a successful track record of research collaboration, bringing together [leading scholars] and research centers from all regions of the country under this institutional initiative. These centers stand out for their intellectual expertise and established trajectories in studying participation, associativism, and political contention. In pursuit of this overarching goal, the INCT establishes dual partnerships: with research centers and researchers operating at both national and international levels, and with civil society organizations, which are engaged in the project as co-producers of knowledge. The INCT's partnerships also extend to technical specialists linked to the Brazilian state and state agencies dedicated to participation and associative programs, as well as to the training of public servants and social actors in the research areas outlined in this Charter.

In line with its overarching goals, the INCT establishes the following Charter:

CHAPTER I: PURPOSE

This Internal Charter defines the structure and functions of INCT Participa and governs its operations.

CHAPTER II: GOVERNANCE

In addition to the coordinator and vice-coordinator, the mandatory and complementary bodies of INCT Participa include:

- I - the Steering Committee (SC);
- II - Cross-Cutting Working Groups (CWG);
- III - the General Council (“Conselhão”);
- IV - Founding Centers;
- IV - Invited Centers;
- VI - Partner Centers;
- VII - the International Advisory Committee (IAC);

CHAPTER III – ORGANIZATION OF THE WORKSTREAMS

The INCT Participa structures its work into vertical and cross-cutting streams.

§1° The vertical workstreams consist of the three research components that structure INCT’s work:

- (i) transformations in participation
- (ii) transformations in associativism
- (iii) transformations in political contention

§2° The cross-cutting workstreams organize three sets of activities that extend across the research components, outlining the INCT’s broader commitments beyond research activities.

- (i) communication and dissemination
- (ii) internal training
- (iii) extension and the Participa Observatory

CHAPTER IV - COMPOSITION OF THE GOVERNANCE BODIES

- a. Steering Committee (SC) – composed of the coordinator, vice-coordinator, scientific coordinator, up to three researchers invited by the coordination team, and representatives from the founding centers.
- b. Cross-Cutting Working Groups (CWG) – composed of representatives from the Steering Committee and researchers nominated by the founding centers and approved by the General Council.
- c. General Council (“Conselhão”) – composed of the coordinator, vice-coordinator, scientific coordinator, and representatives from all founding and invited centers, along with representatives from partner centers, the latter holding no voting rights.
- d. Founding centers, invited centers, and partner centers – comprised of researchers affiliated with undergraduate and graduate programs at Higher Education Institutions (HEIs) and research centers from various states and regions of the country (North, Northeast, South, Southeast, and Center-West):
 - Founding Centers: those that developed the proposal submitted to CNPq CALL No. 58/2022.
 - Invited Centers: those invited to submit the proposal developed by the founding Centers.
 - Partner Centers: those incorporated into the INCT after the publication of the results of CNPq CALL No. 58/2022.

Sole paragraph: the incorporation of partner centers, provided they demonstrate alignment with the objectives of INCT Participa, will occur upon request by the interested party and subsequent evaluation by the governance bodies.

- e. International Advisory Committee (IAC) – comprised of up to 10 researchers of internationally recognized prominence in the thematic area of INCT Participa, nominated by the Steering Committee and approved by the General Council.

Sole paragraph – The terms of the coordinator, vice-coordinator, scientific coordinator, Steering Committee, General Council, International Advisory Committee, and CWGs shall coincide with the duration of the INCT project. These officeholders may have their terms renewed if the INCT project is extended, or they may be replaced at their request, with the Steering Committee responsible for nominating new candidates for approval by the General Council.

CHAPTER V - RESPONSIBILITIES OF THE GOVERNANCE BODIES

The responsibilities of the governance bodies of INCT Participa are:

a. Coordinator and vice-coordinator: The coordinator and vice-coordinator are responsible for presenting proposals concerning the management and development of INCT Participa's functions and activities to the Steering Committee and General Council, supplying them with data and information for decision-making; they are tasked with implementing decisions made by the Steering Committee and General Council, carrying out the necessary actions; they are responsible for reporting and providing accountability to the General Council, the IAC, and funding agencies; they are tasked with proposing partnerships with other entities and organizations.

Sole paragraph – The vice-coordinator shall replace the coordinator in their absence or incapacity.

b. Steering Committee – The Steering Committee is responsible for overseeing research project development, promoting dialogue and integration among projects within the thematic streams, making decisions on necessary adjustments to meet the project's objectives, and managing resource allocation within the budget framework outlined in this proposal. To this end, the members of the Steering Committee must also hold coordination or sub-coordination positions within the three thematic streams that structure the research subprojects.

Sole paragraph – The Steering Committee shall hold regular meetings with predefined and publicly available agendas, allowing members to schedule topics for discussion. Consultations with the Steering Committee may occur continuously. The Steering Committee will have a technical support group responsible for documenting its activities, providing secretarial support, assisting with resource allocation and financial reporting, and facilitating communication with centers, researchers, and partners. This technical support will also extend to activities related to scientific dissemination.

c. Cross-Cutting Working Groups: The CWGs are responsible for assisting in the planning, monitoring, and evaluation of activities related to the cross-cutting streams and implemented by INCT Participa.

Sole paragraph – The cross-cutting working groups shall be composed of representatives from the centers, based on their interest and availability, and



will hold meetings periodically as needed to ensure the effective execution of the activities.

d. General Council – The General Council is responsible for discussing and approving the scientific activities of INCT Participa’s vertical and cross-cutting workstreams, whether proposed by the Steering Committee or the centers. It is also tasked with considering and approving the inclusion of new centers, partnerships, and activities.

Sole paragraph – The General Council shall hold regular meetings with predefined and publicized agendas for INCT Participa, allowing principal researchers, collaborating researchers, and institutional partners to propose topics for discussion. Additionally, consultations with the General Council may take place continuously through a WhatsApp group.

e. Centers – They are responsible for executing activities related to the vertical and cross-cutting workstreams and for informing their affiliated researchers of any decisions concerning the progress of activities within INCT Participa’s vertical and cross-cutting streams.

f. International Advisory Committee – The IAC is responsible for offering guidance and support to the other governance bodies of INCT Participa, particularly the Steering Committee and General Council, in their scientific, dissemination, training, and extension strategies, as well as evaluating the outcomes of the Institute’s work.

CHAPTER VI - PARTNERSHIPS

The INCT may form partnerships with government agencies, civil society organizations, funding agencies, and research centers, as long as these partnerships align with the objectives and activities of the INCT.

International researchers may establish partnerships to participate in INCT activities through the centers or by invitation from the Steering Committee, based on their expressed interest.

Partnership proposals shall be reviewed by the Steering Committee and the General Council.

CHAPTER VII - RESOURCES

1) Priority in resource allocation shall be given to the goals/activities of the cross-cutting streams, which benefit all centers and projects.

- 2) The founding and invited centers serve as the fundamental units for the allocation and determination of resource use for the research components.
- 3) Research projects should, whenever possible, be funded by resources obtained through grants external to the INCT, allowing INCT funds to be allocated to activities that are typically not covered by other grants and that enhance the dissemination and social impact of the knowledge generated by the research projects.
- 4) A designated amount of capital resources, expense funding, and scholarships shall be allocated to the centers for the development of their respective projects within the INCT.
- 5) The founding centers shall receive a larger share of resources for project development compared to the invited centers, as they are responsible for executing a greater number of projects.
- 6) The centers shall have autonomy in managing the resources and scholarships allocated for the development of their respective projects within the INCT.
- 7) The resources and scholarships designated for the objectives/activities of the cross-cutting streams will be allocated to the centers responsible for these objectives/activities and must be used exclusively for this purpose.
- 8) A portion of the resources and scholarships will be used to establish and maintain the INCT's scientific coordination structure, as well as to manage the cross-cutting activities.
- 9) Partner centers are not eligible to receive any portion of the resources allocated under CNPq CALL No. 58/2022.

Sole paragraph: The allocation of resources and the accountability report must be reviewed and approved by the General Council.

CHAPTER VIII - OBLIGATIONS

The obligations of the researchers from the INCT Participa centers are:

1. To declare institutional credits for INCT Participa in publications and public presentations of related activities: all published works (articles, books, chapters, etc.) by researchers formally affiliated with INCT must include a statement acknowledging their institutional affiliation.
2. To declare their production: all work affiliated with INCT Participa must be reported to the scientific coordination team when requested.
3. To use INCT Participa visual identity materials according to the guidelines outlined in the provided manual.
4. To submit work plans and reports, when nominating scholarship recipients, within the deadlines established by the Steering Committee,



upon request, and in compliance with the deadlines set by the funding agencies.

5. To notify any changes in the composition of the centers' teams.
6. To comply with requests from the Steering Committee

CHAPTER IX - GENERAL PROVISIONS

The Steering Committee is responsible for establishing additional regulatory acts to ensure the proper functioning and administrative routine of INCT Participa, in accordance with the provisions of this Internal Charter and subject to the approval of the General Council.

Sole paragraph: Any cases not covered in this Internal Charter will be resolved by the Steering Committee.

São Paulo, August 2024.

This Charter was approved in plenary by the General Council at an ordinary meeting held on September 6, 2024.