



GENERAL RQMP POLICIES



**REGROUPEMENT QUÉBÉCOIS
SUR LES MATÉRIAUX DE POINTE**

[Le Comité exécutif du RQMP]

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Contents

I. Coordination	2
II. Committees	3
a. RQÉMP	3
b. Committee of Grande Conférences	4
c. Industrial Liaison Committee	4
d. EDI Committee	5
e. Process for Creating New Committees	5
III. Policies to Support Outreach Activities	6
IV. Work recognition Policy	6
V. Language guidelines	7

Policies of the Quebec Regroupement on Advanced Materials (RQMP)

These policies serve as guidelines concerning a certain number of subjects in order to ensure sustainability and consistency over time in the actions of the executive committee (EC) and the RQMP. They come under the control of the EC and are required to be modified by the latter to adapt to new situations or changes in scientific orientation, or in the financial or political environment, rules of granting organizations, etc.

I. Coordination

The coordinating person is responsible for the general management of the RQMP, that is to say:

- Committee Support
 - Support the EC, the RQÉMP and all RQMP committees in the tasks for which they are responsible
 - Organize meetings of the EC and other RQMP committees
- Administrative management
 - Collect, organize and present information on all aspects of the RQMP: list of members, member skills, publications, grants, infrastructure, etc.
 - Coordinate the writing of collective grant applications; annual reports and reports required by granting councils and institutions
 - Maintain a database of students and staff who are part of the RQMP
 - Organize the members' meeting
 - Draft the minutes of the EC meetings and the members' assembly
 - Coordinate student scholarship applications
 - Maintain the annex of statutes and policies with the composition of the RQMP committees
- Financial management
 - Manage pooled funds and distribute funds to institutions and members based on the decisions of the EC or the director of the RQMP
 - Check compliance with spending rules
 - Be the contact person for the granting councils, FQRNT, NSERC, MEIE, and other external organizations
- Organization of RQMP activities



- Organize the scientific and social activities of the RQMP (student meetings, axis meetings, major conference, seminars, etc.)
- Bring new ideas for activities to the EC
- Ensure the management and logistics of activities (set-up, promotion, registration, reservations for premises, caterers, technical services and buses, ensure the smooth running of the event on site, process invoices, etc.).
- Create the scientific program of activities when there is no assigned committee
- Write activity reports
- When authorized by the RQMP EC, help with the organization of conferences, international congresses, training workshops, and summer schools that concern at least two RQMP research axes.
- Welcome and organize the visit of foreign scientists for RQMP activities
- Visibility of the RQMP
 - Represent the RQMP at conferences, meetings and official visits
 - Establish and maintain relationships between RQMP and universities, governments, industry, and the media
 - Write press releases and other information documents such as the weekly newsletter
 - Give visibility and promote the activities of the RQMP, for example by managing and updating the website, the RQMP accounts on social networks with news on members and activities.

II. Committees

The RQMP has a certain number of committees, created by the EC, with mandates which concern specific animation or orientation activities. The standing committees are described in this section. Their past and present composition are detailed in the annex.

a. RQÉMP

The Regroupement Québécois Etudiant sur les Matériaux de Pointe (RQÉMP) is the graduate student community, under the direction of a member of the Regroupement Québécois sur les Matériaux de Pointe (RQMP). The RQÉMP has its organizing committee made up of several students from each RQMP institution, for a renewable one-year mandate. The composition of the RQÉMP committee must be set for November 1 of each year to ensure the year's activities. The Organizing Committee's mandate is to lead and promote the RQÉMP. It must target its activities according to the interests and specific needs of its community so that as many members of the RQÉMP as possible recognize themselves and see themselves represented. The organization of an annual

Summer School is the central element of this mandate. It is desirable that the activities of the RQÉMP be accessible, as far as possible, to people outside the RQÉMP.

The organization of RQÉMP activities should take into account the following three aspects:

- 1) Training – supplement the training of students and highly qualified staff
- 2) Interest – stimulate interest in science in RQMP research areas
- 3) Information – inform students about the RQMP (research, members, activities, infrastructure, etc.)

It should be noted that the social aspect of these activities plays an essential role in their success and must be supported.

The budget allocated to the RQÉMP is voted on by the EC during the vote on the overall budget of the RQMP. An annual report of RQÉMP activities including a budget report must be presented to the EC each year.

b. Committee of Grande Conférences

The *Grande Conférences* Committee is responsible for organizing the RQMP Great Conference, the group's annual conference. It is generally held in the spring, in one of the RQMP centres on a rotating basis. Each year a theme in material sciences is chosen by the Committee, which also invites an international scientist on this theme, as well as a member from each RQMP institution, to present their research on the subject and share their expertise. In general, the Grand Conference concludes with a session of poster presentations and a networking cocktail. The rest of the program is flexible according to the choices of the committee and the requests of the RQÉMP.

The Organizing Committee is made up of three regular members (one per institution) for a period of 3 years. A member of the RQÉMP committee is a consultant on the committee to represent the point of view of the RQÉMP community. The change of members of the Large Conference committee is done alternately in order to ensure a follow-up between the committees. Each person who leaves the Major Conferences committee must suggest his/her replacement and the EC validates the choice. The history of the composition of the committee is in the Appendix.

Adequate logistical support is provided by the person in charge of coordination.

c. Industrial Liaison Committee

The Industrial Liaisons Committee is made up of three regular members of the RQMP (one per institution) with numerous industrial contacts. The duration of the committee's mandate is not fixed. Committee members must suggest their replacement. If they leave the committee, the choice will be validated by the EC. The mandate of the Industrial Liaison Committee is to ensure and stimulate links between the RQMP and companies in advanced materials science, among other things by recruiting industrial members, and organizing industrial activities meeting the needs of the RQMP and the RQÉMP.

d. EDI Committee

The Equity Diversity Inclusion committee was created to ensure that EDI values are properly applied within the RQMP. To do this, it organizes training and social activities, meeting the needs of members in terms of equality between members, equity between trades, integration of new members and diversity.

The EDI committee is made up of six members, 2 per institution including a faculty member and a member of the student or research community. The committee is also assisted by the person responsible for coordination.

e. Process for Creating New Committees

As soon as a new activity is proposed by the RQMP, if it requires a separate organizing committee, a committee will be created. For example, during the existence of the RQMP, there was a teaching committee, a seminar committee, etc. These can also be committees responsible for looking into an issue, such as the steering committee, which established the new axes of the RQMP in 2020.

The creation of new RQMP activities can be proposed by the members, by the EC or by the person in charge of coordination. The activity proposal is presented to the EC which assesses the relevance of the activity in the RQMP scientific program. Following validation of the new activity, the EC and the coordinating person decides together if an organizing committee is necessary or if the coordination is capable of organizing the said activity alone.

It is the EC which votes on the creation of a new committee and decides on the mandates of this committee. Any RQMP committee should, if possible, be composed of representatives from all RQMP institutions in equal numbers.



III. Policies to Support Outreach Activities

Since the drastic reduction in subsidies from strategic groupings, the RQMP can no longer support member events from the common portion of the budget. The events financed and organized by the RQMP are those which have been submitted to the Executive Committee and which concern at least two research axes of the RQMP. Members can submit their event proposals to the EC before the annual budget vote (which generally takes place in the winter).

However, each institution has the freedom to keep a sponsorship envelope in the budget they receive from the RQMP.

IV. Work recognition Policy

In order to ensure that all people in the RQMP are respected and their work recognized, the RQMP adopts a work recognition policy, inspired by the policy of [the American Physical Society](#).

Anyone who participated in a published, publicly presented, or patented projects must receive recognition for their work, even if these people received a financial contribution for their expertise:

- Employees or students who contributed to the study (for example by providing scientific training, use of equipment, etc.) must be mentioned in the publication.
- Any intellectual contribution (analysis of results, participation in reflection, participation in experiments, etc.) gives the right to be listed among the authors or inventors, unless the person refuses in writing.
- The list of authors must be limited to the people cited above.

Plagiarism constitutes unethical scientific behaviour and is never acceptable.

RQMP members must mention their membership in the group in their research affiliations.

This policy applies to all members of the RQMP, i.e., regular member professors, all their research employees, postdoctoral researchers, and students.

Here are some example scenarios:



Mention in the acknowledgments of a publication, presentation, or patent	Relationship of the discovery: Author of publication, mentions in research presentations, inventor of patents
Anyone who has trained you on the equipment necessary for your research.	Anyone who has reflected with you on the experimental protocol and/or analyzed the results with you.
Anyone who discussed with you what helped you in your project, but there was no follow-up on the project.	Anyone who participated in the reflection and research methodology throughout the project
Manuscript proofreading	Writing at least part of the manuscript

V. Language guidelines

Given the two particularities of the RQMP of being in a province whose official language is French and of including an institution whose operating language is English, it is likely that there are unilingual members in one or the other language. To ensure the inclusion of all members, the RQMP management encourages the organization of fully bilingual conferences. However, if the duration of the conference does not allow bilingual presentations, the speakers will give their presentation in the language of their choice between French and English with visual support in the other language. It is still advisable to introduce the speaker bilingually.