

People's Democratic and Republic of Algeria

Ministry of Higher Education and Scientific Research

Directorate General for Scientific Research and Technological Development

**Guide to the Creation, Organization and Management
of Research Laboratories**

Road Mohamed Kacem, Madania, Algiers

Phone Number: +213 (0) 21 27 86 20

Web Site: www.dgrsdt.dz

Table of Contents

Introduction

1. Definition of the Research Laboratory
2. Missions of the Research Laboratories
3. Rules of setting up Research Laboratories
4. Types of Research Laboratories
5. Organization and Management of Research Laboratory
6. Financial Provisions of the Research Laboratories
7. Evaluation of the Research Laboratories Activities

Introduction:

The research laboratory is considered as the real field for, not only undertaking and implementing objectives for scientific research, but also collecting scientific and technological knowledge and development for one or more research domains as well. This is done through researchers' teams working on related issues in coherence with the determined aims. It contributes to the research staff formation by the acquisition, the mastery and publication of new knowledge.

The publication of the present guide is an initiative that enables researchers to understand the different steps and procedures linked to the research laboratories, within the context of the executive decree N° 19-231 of 13th of August 2019, setting the terms and conditions for their creation, organization and management.

1. Definition of the Research Laboratory

As stated by the second article of the decree cited before (19-231), the Research Laboratory is an entity allowing researchers working on related issues to cooperate with the aim of carrying out scientific research and technological development.

The Research Laboratory may be created in both higher education and others public institutions. It could be either specific to one of them, mixed, or associated. It has total management autonomy, and it is submitted to posterior financial control. It could be ranked excellent when it reaches a satisfactory level in its research activities. (Article 03). The Excellence mark is established by a ministerial decision in accordance with a contract-program concluded between the laboratory of Excellence and the ministry in charge of scientific research.

2. Missions of the Research Laboratory

Whatever it could be designated, the Research Laboratory aims at achieving scientific and technological development goals in a particular scientific research axis, in this context it has to:

- Contribute to the implementation of the scientific research and technological development activities of its own institution.
- Contribute to staff training.
- Carry out studies and researches related to its objective.
- Contribute to the development of research program in its field of interest.
- Contribute to the acquisition and mastery of new scientific and technological knowledge.
- Contribute to the improvement and development of technique of production and procedures, as well as products, goods and services.
- Promote and publish its scientific research results.
- Collect, analyze and value scientific and technological knowledge related to its objective, and facilitate its consultation.
- Contribute to the creation of thematic scientific research network.
- Provide expertise and services to third-party in accordance with the rules and regulations.

3. Rules of setting up Research Laboratories

As stated by the articles 05 and 06 of the cited decree, the creation of Research laboratories should be done according to the following conditions and criteria:

- The Research Laboratory is created for the sake of the development of its home institution.
- The importance of the research activities to the social, economic, cultural, scientific and technological development of the country.
- The importance and continuity of the scientific and/or technological program concerned by the research activities.
- The impact of expected results on the development of scientific and technological knowledge.
- The type and importance of the human and technical means available or to be acquired.
- The material and financial means available or to be acquired.

In addition to these conditions, the research laboratory should be composed of at least four (04) research teams with no less than three (03) researchers for each one of them, managed by a qualified researcher.

When these conditions are no longer observed, the research laboratory is dissolved.

4. Types of Research Laboratories

As described in the chapters 02 and 03 of the executive decree 19-231, Research Laboratories are different and various in their forms and types according to their objectives and human resources, it can be presented as follows:

4.1 The institution's own Research Laboratory

4.2 The mixed Research Laboratory

4.3 The associated Research Laboratory

4.4 The Research Laboratory of Excellence

4.1 The institution's own Research Laboratory

These Research Laboratories are created in the Higher Educational Institutions (University, University Centre, and High School) by a decision of the Minister of Scientific Research on the proposal of the Head of research laboratory's institution. The latter should have the opinion of the scientific council of the Thematic Research Agency concerned.

It could be also created, in the same conditions cited before, in Higher Educational Institutions belonging to other ministerial departments or public institutions by an inter-ministerial decision

4.2 The mixed Research Laboratory

For the sake of implementing a common research program; these are created in the context of cooperation between two or more public institutions and /or other economic institutions, and under the similar terms applicable to the former one. (The institution's own Research

Laboratory). Besides, a contract fixing all the rights and obligations of each party involved in the research should be concluded. It should have the opinion of the scientific council of the Thematic Research Agency concerned.

4.3 The Associated Research Laboratory

Associated Research Laboratories are set up in the context of scientific and technological cooperation between a public institution, or an economic entity, and a research laboratory belonging to another institution. It is created by a decision of the minister of scientific research, or an inter-ministerial decision as the case might be. An agreement defining the rights and obligations of all concerned parties should be previously signed. It should have the opinion of the scientific council of the Thematic Research Agency concerned.

4.4 The Research Laboratory of Excellence

When one of the research laboratories mentioned above reaches a satisfactory level in its research activities, it is ranked “Laboratory of Excellence” by the permanent scientific research and development committee. A decision of the Minister of Higher Education and Scientific Research is taken on the proposal of the Directorate General for Scientific Research and Technological Development. It is based on the following criteria:

- The quality of the research laboratory works that take in account the economic and social development concerns.
- The quality and size of the scientific human resources.
- The impact of the research activities on society.
- The availability of infrastructure and equipment necessary for its activities.
- The quality of training provided on behalf of doctoral and master’s students.
- The relationship with the socio-economic institutions.

When the above criteria are no longer respected the quality of “Laboratory of Excellence” will be withdrawn.

The Research Laboratory of Excellence contributes to the realization of research projects that are top priorities within the national research programs. It may be in charge of sectoral projects or those in relation with international cooperation. In this context, the laboratory is labeled of excellence by a decision of ministry of scientific research according to an agreement. In that case, it would not be supervised by its own institution but associated with a research center sharing the same research interest.

5. Organization and Management of Research Laboratory

The article 23 and subsequent articles of the above-mentioned executive decree specify the organization and management of the research laboratory, the latter is managed by a director and council which consists of heads of both research teams, and research projects.

5.1 The Director

The Director of the Research Laboratory is appointed for a term of four (04) years by a decision of the minister renewable one time on the proposal of the head of the attached university. He is elected by the council laboratory members. He is responsible for:

- The scientific direction of the research laboratory
- The projection of revenues and expenses of the laboratory
- The destination of the funds allocated to the laboratory
- The presentation of periodical reports for submission to the home institution
- The Laboratory director has to exercise authority over all the research and support staff assigned to the laboratory.

The director of the laboratory could be assisted by temporary researchers after having consulted the laboratory council.

The director of the laboratory is dismissed from his post in the same procedures observed for his appointment. He must present a report on the scientific and management activities to the laboratory council within no more than one (01) month.

5.2 The Laboratory Council

The laboratory council is composed of the heads of the research teams, and the heads of the research projects. The director of the laboratory is the chairman of the council.

The Laboratory Council has:

- To Draw up and adopt its rules of procedure
- To prepare and develop the research programs in its field of activities
- To periodically evaluate the research activities
- To analyze and adopt both of the research and management activities reports
- To adopt the revenues and expenses figures presented by the director of the laboratory
- To make sure of the rational use of the human, material and financial resources

6. Financial Provisions of the Research Laboratories

The Research Laboratory has total management autonomy, and is submitted to posterior financial control. Its resources come from the allocation of the National Scientific Research and Technological Development Fund, and the functioning funds allocated by the home institution. It could have other revenues through contract of services and activities with other institutions. The latter should not be used for purposes other than the laboratory needs.

The expenditures the Research Laboratory are of two sorts: operating and equipment expenses. The budget is prepared by the

director and submitted to the laboratory council for approval; then it is sent to the concerned authority as the case may be, they have to ensure its execution too, :

- The dean of the faculty
- The head of the department of the university
- The head of the department of the university center
- The head of the university home

The financial operations of the Laboratory of excellence are managed by the director who is delegated by the concerned authority. The accounts are kept up to date by the institution's accountant.

7. Evaluation of the Research Laboratories Activities

The attached laboratories have to submit periodically the reports of their research activities to their respective institutions which present them to the Thematic Research Agency concerned for evaluation.

Concerning the Laboratory of Excellence, the reports are submitted to the Permanent Scientific Research and Technological Development Sectoral Committee of the ministry, which examines if the conditions of the contract have been implemented and respected.

➤ For further information, please contact:

- Directorate of Research Programming, Evaluation and Long-Term Planning under the Directorate General for Scientific Research and Technological Development.

Tel/Fax: 021 27 78 86

Web site: www.dgrsdt.dz

- Thematic Research Agencies:

➤ The Thematic Agency of Research in Science and Technology - El Harrach – Algiers
021 53 64 39

➤ The Thematic Agency of Research in Biotechnology and Agri-Food Sciences –
Constantine 031 81 91 25

➤ The Thematic Agency of Research in Health Sciences – Oran 041 51 91 95

➤ The Thematic Agency of Research in Natural and Life Sciences – Béjaïa 034 41 89 18

➤ The Thematic Agency of Research in Social and Human Sciences – Blida 025 25 00 13