

Project Management Agreement

Swedish Electromobility Centre Stage IV

Between: Swedish Electromobility Centre
And: Name of the Project Manager

The purpose of this agreement is to provide an understanding about the responsibility you have as a project manager.



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1. Decision

The following project has been granted financing by the Swedish Electromobility Centre:

Version:	Your text here...
Main thematic area:	Your text here...
Other thematic areas:	Your text here...
Project type:	Your text here...
Project manager:	Your text here...
Project:	Your text here...
Supervisor(s):	Your text here...
Industrial partners:	Your text here...
Main university partner:	Your text here...
Other partners/organisations:	Your text here...
SEC – Cash funding:	Your text here...
Industrial contribution:	Your text here...
Academic contribution:	Your text here...
Duration:	Your text here...
Continuation of previous project:	Your text here...

2. Swedish Electromobility Centre

2.1. Welcome to the Swedish Electromobility Centre!

We are more of a competence network than a classic competence Centre and are happy to have you and your academic and industrial project colleagues in the network. Since your project belongs to a specific theme, we have included you in that thematic group.

2.2. About Us

The *Swedish Electromobility Centre (SEC)*'s general task is to develop strategically important knowledge and expertise in the field of electric and hybrid vehicles. The aim of the Centre is to support and partner the Swedish automotive and automotive components industry and electrical distribution and energy storage companies. It is also important for the Centre to take a holistic approach to its field to meet environmental and societal requirements. SEC will therefore conduct industrially and societally motivated research in electric and hybrid vehicle technology and the associated charging infrastructure. SEC's primary task is to develop and optimize existing and future technical solutions relating to energy supply, energy storage and propulsion for commercially competitive and energy-efficient electric and hybrid concepts that have a low impact on the environment. The objective requires research on the powertrain, its components and control system, and on infrastructure the ability of vehicles to make use of the infrastructure.

The knowledge and expertise developed must be such that both Swedish universities and companies hold their own in international scientific and market competition. It should be possible to implement the findings of the research projects in vehicles and the charging infrastructure over a period of roughly ten years. Where appropriate, the aim is to find research projects that both involve several universities and are interdisciplinary. To enhance the contact between researchers and industrial engineers, the Centre regularly holds meetings and workshops that cover several topics. SEC also aims to increase exchanges between industry and academia, in part by linking researchers from industry to SEC and by

offering PhD students the opportunity to work in industry for a period of time.

Swedish Electromobility Centre is founded by the Swedish Energy Agency in partnership with Swedish industry and academia. Our partners are AB Volvo, Bombardier, BorgWarner, Chalmers University of Technology, CEVT, KTH Royal Institute of Technology, Linköping University, PowerCell Sweden AB, TitanX, Epiroc, VTI, ABB AB, Lund University, SAAB, Scania CV AB, Vattenfall, Volvo Car Corporation and Uppsala University.

2.3. Vision

The Swedish Electromobility Centre will be a world-class research Centre, carrying out research and development in electric propulsion and energy supply for road and industrial vehicles (hybrid and electric vehicles), as well as aircraft and maritime vessels.

3. Administration

3.1. Your Project Page & Project Folder in Webforum

You have been given access to Webforum: <https://secure.webforum.com/emobilitycentre> where we created both a Project Page and a Project Folder under your thematic area. Here you can find subfolders for essential and required information from our projects as well as the guidelines for projects in the Centre, your application and decision document, including the agreement between all partners in the Centre. Please read the information and contact administration@emobilitycentre.se if you have any questions. Complete the Project Page with information details, including names and contact information for the people involved. You are expected to upload all articles, dissertations, licentiate thesis and all other reports to your Project Folder in Webforum.

3.2. Researcher agreement

Every researcher from Universities who are connected to the project should fill in the “*Researcher agreement*”. You have the responsibility to make sure that all researchers have signed the agreement and that the agreement is provided to the deputy director at your university accordance to the main agreement.

3.3. One-page project slide (PowerPoint)

Create a slide describing your project, which may be used by SEC for communication purpose. Please find template in Webforum under communication folder.

4. Events & Performance

4.1. Kick-off

All projects should have a kick-off where also the Centre should be presented (presentation material can be found in Webforum). The Director for the Centre should be invited to these meetings and will attend if possible. The kick-off should be announced on the Centre Webpage. Send information to administration@emobilitycentre.se.

4.2. PhD students & PhD Student Network

The Centre runs a PhD Student Network. Inform your PhD students about our network and encourage them to sign up via our Webpage (<http://emobilitycentre.se/phd-and-education/ansok-om->

[medlemskap/](#)). Please note that the network is open for all students in Sweden, so we encourage you to share the information.

You have the responsibility to make sure that all PhD Student in your project fill in the “SEC Collaboration” form and send the signed document to administration@emobilitycentre.se.

4.3. Thematic activities

The theme and the Centre run geeky or broad workshops, seminars, conferences and other networking activities. As one of the project leaders in the Centre’s project portfolio we expect you to take part in these activities.

4.4. Presentations & Dissemination

When you present your project, we expect you to say a few words about the Centre and that the project is financed by us and the Swedish Energy Agency/Energimyndigheten. The SEC-logo must be included in the presentation. Please use the prepared templates in Webforum, including a one pager about us. Note that there are individual templates for each university to be used.

In Webforum you can also find logotypes for the Centre, for example for posters etc.

5. Report, Funding & Deadlines

5.1. SEC Objectives

All SEC projects must contribute to meeting the Centre’s overall aim. Six success criteria with associated targets have been formulated to measure how well this is achieved. All must have been met by the time SEC Phase IV has been completed (30 June 2023). There are also a number of indicators that must be monitored and report in annual reports and that the end of the phase (**Table 1**). The success criteria and the indicators have been chosen so that together they provide a picture of the scientific excellence of the research and its importance to companies, both in terms of results and the need for qualified workers, as shown below.

Objectives 1 – Interdisciplinary projects

80% of all projects that last for two or more years and are funded by SEC must meet at least one of the criteria below:

- The project must plan and work to ensure that the researcher or PhD student will work for a limited time on site at one of the industrial partners. SEC also encourages industrial researches to work at one of the academic partners for a limited time within the project.
- The project must plan and work for international exchange.
- The project must touch on and collaborate with expertise from a field other than its main field.

Objectives 2 – Interdisciplinary research environment

SEC must offer researchers, PhD students and those working on degree projects from industry an interdisciplinary research environment. The industrial parties must also have the opportunity to participate in SEC’s planned PhD courses.

Objectives 3 – Scientifically competitiveness

SEC’s projects must be scientifically competitive internationally. SEC must, on average over the period of the phase, publish at least thirty reviewed articles in international journals and/or at conferences every year.

Objectives 4 – Dissemination of knowledge & research findings

The theme groups must convene theme group meetings three times a year, and SEC must arrange an activity that concerns all thematic areas every year.

Objectives 5 – Collaboration

SEC must be involved in at least two projects with other Centre's or research organisations or major international collaboration projects with operations that can be linked to SEC.

Objectives 6 – Competence supply

Half of SEC-funded research projects that last for two years or more must be PhD student projects. The PhD student should be involved in the *PhD Student Network* and SEC's planned PhD courses.

Table 1. Indicators that are monitored annually.

Indicators	Total	Theme				
		1	2	3	4	5
Patent applications	4	1	1	1	-	1
Reviewed journal articles/conference contributions	120	25	25	25	25	20
Master theses	20	4	4	4	4	4
Doctors & Licentiates	25	6	6	6	4	3
Knowledge reported in writing to the Programme Council	15	3	3	3	3	3
Thematic workshops	20	4	4	4	4	4
International collaborations	5	1	1	1	1	1
Gender equality	40/60	-	-	-	-	-
E-Mobility Day	4	-	-	-	-	-
SEC in the media	8	-	-	-	-	-

5.2. Reporting & Deadlines

All projects should report whenever the Centre or the Swedish Energy Agency asks to. You will be asked to update the recent results and all publications and conference contributions yearly to the Centre, report financial outcome yearly (cash and in-kind) and write a final technical report in the end of the project. The project leader is expected to hand in annual and final report before deadlines. If the project leader does not follow the deadline, funding will be withheld with 25% of total budget until final report has been approved.

Deadlines for SEC Stage IV:

- Annual Report 2020 Deadline: 2020-12-10 & 2021-01-10
- Annual Report 2021 Deadline: 2021-12-10 & 2022-01-10
- Annual Report 2022 Deadline: 2022-12-10 & 2023-01-10
- Final Report Stage IV Deadline: 2023-06-15

Requisition of the funds is made after the yearly financial reporting.

NOTE: All partners in the Centre contribute with both cash and in-kind to the Centre.

Cash: The cash funding in this decision is a maximum level. It will be correlated to the actual outcome in the project and may also be affected by the agreed cash contribution to the Centre from your university. To know exactly if and how, please ask your university administration.

In-kind: All project must also contribute with in-kind according to the SEC Main Agreement. A request to report outcome including in-kind is sent out yearly to all project managers.

6. Legal

6.1. Legal Agreement & IPR

The terms for the cooperation within the Centre and your project are described in the SEC Main Agreement "*Huvudavtal för Swedish Electromobility Centre SEC vid Chalmers Tekniska Högskola AB Etapp IV 2019-07-01 till 2023-06-30*" accessible in your folder in Webforum. It is the responsibility of the project manager to ensure that all participants in the project and the persons in the reference group are well informed about the content of the agreement.

7. Signature

I have read the agreement and agree of the terms and conditions:

Signature (Project Manager)

Place and Date

Printed Name