

Project Management Agreement

Swedish Electromobility Centre Stage V

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...
Project title:	Your text here...
Main Thematic Area:	Your text here...
Other Thematic Areas:	Your text here...
Project type:	Your text here...
Project Manager: (Including contact details)	Your text here...
PhD Student in the project?	Your text here...
PhD student name: (Including contact details)	Your text here...
Extent of participation:	Your text here...
Supervisor(s):	Your text here...
Industrial partners:	Your text here...
Main academic partner:	Your text here...
Other partners/organisations:	Your text here...
SEC – Cash funding:	Your text here...
Industrial contribution: (Per partner)	Partner a xxx SEK Partner b...
Academic contribution: (Per partner)	Your text here... Partner a xxx SEK Partner b...
Duration:	Start DD.MM.YYYY to end DD.MM.YYYY
Continuation of previous project:	Your text here...
Are there any parts of the project that cannot be made public?	Yes/No (If yes, please specify)

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, you have been included in one of our *Thematic Areas*.

2.2. About Us

The *Swedish Electromobility Centre's (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, institutes 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 academic partners 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. The list of current partners is available at the website emobilitycentre.se.

2.3. Vision, Goal and Mission

The **vision** of SEC is that electromobility, together with renewable electricity generation, reaches its full potential for serving as a building block of the sustainable society of the future.

Our **goal** is to be an internationally distinguished centre of excellence, renowned for its competence building, research, and development of sustainable technology for electrification, for all types of vehicles – on land, at sea or in the air. The long-term (>10 years) goal is to ensure electromobility being the cornerstone for transition to a sustainable society.

The **mission** of SEC and medium-term (5-10 years) goal is to accelerate the development and implementation of electric propulsion technologies into the transport ecosystem by maximizing their applicability, versatility and efficiency, while minimizing their overall impacts on the environment, human health and natural resources, and strengthen the Swedish industry's competitiveness.

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 a Project Page, as well as 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 required to upload all scientific publications, dissertations, licentiate thesis and all other reports related to your project to your Project Folder in Webforum.

3.2. Researcher agreement

Every researcher from universities who are connected to the project should fill in the “*Research Agreement - forskarförbindelse*” form. You have the responsibility to make sure that all researchers have signed the agreement in accordance with the *SEC Main Agreement*. **Make sure that all signed agreements are uploaded to your project folder in Webforum and that the signed originals are archived at your university**

3.3. One-page project slide (PowerPoint)

Create a slide describing your project, which may be used by SEC for communication purpose. Please find the template “SEC_project slide template” in Webforum in the “Cheat sheet” folder. Please upload the slide to your Project Folder in Webforum.

4. Events & Performance

4.1. Kick-off

All projects should have a kick-off meeting at the project start, 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 meeting should be announced on the Centre Webpage. Send information regarding the event to administration@emobilitycentre.se.

4.2. PhD students & Doctoral Student Network

The Centre runs a Doctoral Student Network. Inform your PhD students about our network and encourage them to sign up via our Webpage (<https://emobilitycentre.se/doctoral-student-network-registration/>) Please note that the network is open for all PhD students in Sweden, so we encourage you to share the information.

You have the responsibility to make sure that all PhD Students who are involved in your project fill in the “SEC Collaboration - registration of PhD student” form and send the signed document to administration@emobilitycentre.se.

4.3. Thematic activities

The Centre and our Theme Areas run both broad and specific 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. 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 Stage V* has been completed (28 February 2027). There are also a number of indicators that must be monitored and report in annual reports and that the end of SEC Stage V (**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 *Doctoral Student Network* and SEC's planned PhD courses.

Table 1. Indicators that are monitored annually for Stage V.

KPI Focus	Key Performance Indicator	Total Stage V	SEC overall	Theme				
				1	2	3	4	5
Scientific quality and competence building	Peer reviewed journal articles & conference contributions	150	-	30	30	30	30	30
	Post docs meriting	15	-	3	3	3	3	3
	PhD & Licentiate examina	25	-	5	5	5	5	5
	International collaborations	10	-	2	2	2	2	2
	Master thesis	100	-	20	20	20	20	20
Knowledge sharing	SEC annual conference	5	5	-	-	-	-	-
	Thematic workshops	75	-	15	15	15	15	15
	Cross-thematic workshops	25	-	5	5	5	5	5
	SEC attention in relevant media i.e. impact stories	10	-	2	2	2	2	2
	Reports presented to the program council incl.thesis	100	-	20	20	20	20	20
Gender Balance	Equality (ratio between women and men)	50/50	50/50	-	-	-	-	-
	University workshops	10	10	-	-	-	-	-

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 reports before deadlines. If the project leader does not follow the deadlines, funding will be withheld with at least 25 % of the total budget until final report has been approved. Requisition of the funds is made after the yearly financial reporting.

Note! The reporting must be done for each calendar year in which the project has had any activity, even if only for a smaller part of that year.

Deadlines for SEC Stage V (might be adjusted if needed from the funder):

For activity within:	Report type	Deadline to SEC*
2023	Survey to EM 2023	2023-12-10
	Scientific report 2023	2023-12-10
	Financial report 2023	2024-01-20
2024	Survey to EM 2024	2024-12-10
	Scientific report 2024	2024-12-10
	Financial report 2024	2025-01-20
2025	Survey to EM 2025	2025-12-10
	Scientific report 2025	2025-12-10
	Financial report 2025	2026-01-20
2026	Survey to EM 2026	2026-12-10
	Scientific report 2026	2026-12-10
	Financial report 2026	2027-01-20
2022-2027	Final Scientific report	2026-12-10
	Final Financial report	2027-03-20

* If the indicated date is on a weekend, the deadline is the preceding Friday

Cash: The cash funding in this decision is a maximum level. It will be correlated to the actual outcome in the project.

In-kind: All projects 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-V 2019-07-01 till 2027-02-28] 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.

Signature

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

Signature (Project Manager)

Place and Date

Printed Name

Send the signed original to:
Swedish Electromobility Centre
Sven Hultins plats 5
412 58 Göteborg