

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:

Project title (in English, max 50 characters)	
Version of application (date):	
Project manager: (including email and phone number)	
Project start and end date:	Start (yyyy-mm-dd) to end (yyyy-mm-dd)
Project type (duration):	<input type="checkbox"/> Pre-study <input type="checkbox"/> Research project <2 years [less than 2 years] <input type="checkbox"/> Research project ≥2 years [2 years or more]
Project type:	<input type="checkbox"/> PhD <input type="checkbox"/> Postdoc <input type="checkbox"/> Senior Researcher <input type="checkbox"/> Theme Researcher <input type="checkbox"/> Mixed Senior/PhD
Main theme area:	
Other theme areas:	
PhD student in the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PhD student name: (including contact details)	<i>(If the project involves a PhD student)</i>
Extent of participation (PhD): (% of full-time & estimated hours)	<i>(If the project involves a PhD student)</i>
Supervisor(s) (PhD): (including contact details)	<i>(If the project involves a PhD student)</i>
SEC main academic partner:	
SEC other academic partners:	
SEC industrial partners:	
Other partners/organisations:	
SEC – Cash funding:	
Academic contribution: (in-kind per partner)	Academic partner A – 100,000 SEK Academic partner B – 100,000 SEK etc...
Industrial contribution: (in-kind per partner)	Industry partner A – 100,000 SEK Industry partner B – 100,000 SEK etc...
Continuation of previous projects:	
Are there any parts of the project that cannot be made public?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, please specify)</i>
Have you held a presentation of your project idea in a theme group meeting?	<input type="checkbox"/> Yes, held in a meeting for theme X (1-5) on the YYYY-MM-DD <input type="checkbox"/> No
Have you discussed your project idea with a theme group leader?	<input type="checkbox"/> Yes, with theme leader for theme X (1-5) on the YY-MM-DD <input type="checkbox"/> No

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 *Theme Areas*.

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 vehicles. One aim of the Centre is to support and partner the Swedish industry within the field of electromobility including 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 vehicle technology and the associated charging infrastructure. SEC's primary task is to develop and optimise existing and future technical solutions relating to energy supply, energy storage and propulsion for commercially competitive and energy-efficient electric concepts that have a low impact on the environment. The objective requires research on the electric vehicles, its components and control system, on infrastructure and on 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 position 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 involve several academic partners, are interdisciplinary and have international collaborations or connections. To enhance the contact between academic and industrial researchers, 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 perform part of their research at an industrial partner for a period of time. SEC also strives to reach a 50/50 % gender balance among its funded project and their participants.

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.

The **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 minimising 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 have created a Project Page, as well as a Project Folder under your Theme 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 *SEC Main Agreement* between all partners in the Centre.

Please read the information and contact project@emobilitycentre.se if you have any questions. 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 "Researcher Agreement - forskarförbindelse" form. As project manager, you have the responsibility to make sure that all university researchers in the project have signed the agreement in accordance with the SEC Main Agreement. Researchers at research institutes do not need to fill in the researcher 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. Please upload the slide to your "Project Onepager" 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. The Director for the Centre should be invited to these meetings and will attend if possible. Send information regarding the kick-off to administration@emobilitycentre.se and project@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. 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. Theme activities

The Centre and the 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 SEC and the *Swedish Energy Agency* (Energimyndigheten). The SEC logotype must be included in the presentation. Please use the prepared templates in Webforum. 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 reported in annual reports at 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 stage, 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 theme areas every year.

Objectives 5 – Collaboration

SEC must be involved in at least two projects with other Centres 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 SEC’s Doctoral Student Network and SEC’s Doctoral Student Network’s 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 and/or the Swedish Energy Agency ask 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 report in the end of the project. The project leader is expected to hand in annual reports and final report before deadlines. The final report of the project should be handed in latest the end date of the project. 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.

Table 2. Deadlines for SEC Stage V (might be adjusted if needed from the funder):

For activity within:	Report type	Deadline to SEC*
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 of the Centre	2026-12-10
	Final Financial report of the Centre	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 people 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