



Project Management Agreement

Swedish Electromobility Centre

Stage V, V4

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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Decision

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

Project title in English: (max 50 characters)	
Version of application (date):	YYYY-MM-DD
Project manager: (including email and phone number)	
Project start and end date:	Start YYYY-MM-DD to end YYYY-MM-DD
Project type (duration):	Choose one of the following: <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 (researchers):	Choose one of the following: <input type="checkbox"/> PhD <input type="checkbox"/> Postdoc <input type="checkbox"/> Senior Researcher <input type="checkbox"/> Theme/Institute Researcher <input type="checkbox"/> Mixed Senior/PhD
Main theme area:	Theme X (1-5)
Other theme areas:	Theme X (1-5), ...
PhD student in the project:	<input type="checkbox"/> Yes <input type="checkbox"/> No
PhD name and contact details: (if the project involves a PhD)	
Extent of participation (PhD), % of full-time & estimated hours: (if the project involves a PhD)	
Supervisor(s) (PhD), name and contact details: (if the project involves a PhD)	
SEC main academic partner:	
SEC other academic partners:	
SEC industrial partners:	
Other partners/organisations: (specify partners/organisations not mentioned above, including reference group participants)	
SEC – Cash funding:	
Academic in-kind contribution: (specify the contribution of in-kind in SEK for each academic partner)	Academic partner A – 100,000 SEK Academic partner B – 100,000 SEK etc...
Industrial in-kind contribution: (specify the contribution of in-kind in SEK for each industry partner)	Industrial partner A – 100,000 SEK Industrial partner B – 100,000 SEK etc...

Continuation of previous projects: (indicate whether the application relates to a continuation of previous SEC-funded projects, and if so, which one (s))	
Are there any parts of the project that cannot be made public:	<input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No
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

Swedish Electromobility Centre

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.

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.

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.

SEC Objectives

All SEC projects must contribute to meeting the Centre's overall aim. Six objectives 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 and at the end of the stage (**Table 1 for Stage V**). The objectives 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.

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

KPI Focus	Key Performance Indicator	Total Stage V	SEC overa II	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	-	-	-	-	-
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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 researchers 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 work interdisciplinary and combine expertise from more than one field of research.

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 stage V, 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 thematic workshops four times a year, and SEC must arrange an activity that concerns all themes areas every year (E-mobility day).

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 the SEC’s Doctoral Student Network PhD courses.

Administration, Events & Performance

Your Project Page & Project Folder in Avima

In the digital tool Avima, <https://secure.webforum.com/emobilitycentre>, you find SEC templates and important documents including the *SEC Main Agreement* between all partners in the Centre as well as the guidelines for projects in the Centre. You also find your project page and folder for project documents with your application and decision document.

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 Avima.

Researcher Agreement

Every researcher from universities who are connected to the project should fill in a “Researcher Agreement” (forskarförbindelse). 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 Avima and that the signed originals are archived at your university.**

One-page Project Slide (PowerPoint)

Create a slide in Powerpoint (onepager) describing your project, which may be used by SEC for communication purpose. Please find the template in Avima. Upload the slide to your "Project Onepager" folder in Avima.

Kick-off

All projects should have a kick-off meeting at the project start, where also the Centre should be presented. Invite by email the Director for the Centre to the kick-off. The Director will attend if possible. Also, send information regarding the date of kick-off to project@emobilitycentre.se.

Reference Group

A project should have between two and four reference group meetings a year. Shorter projects have fewer meetings. The reference group (steering group) must comprise at least one person from each party involved in the project, including the Project Manager, researchers/PhD students and any supervisors (individuals from other organisations may be co-opted).

The roll of the reference group is to: Work to ensure active exchange of knowledge between Industry and Academia; promote the project and the researcher from academic and industrial points of view; Monitor the progress of the project in relation to the project plan; Ensure that the project gets the input it needs from industry; Define and assess in-kind for the project; Promote the researcher/PhD student by investigating the opportunity to spend around three months at one of the industrial partners; and are responsible for approving the publication of findings, IPR, etc.

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 project@emobilitycentre.se.

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.

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

Report, Funding & Deadlines

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):

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.

Legal

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 at Avima. 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