



Project Management Agreement

Swedish Electromobility Centre

This agreement is referring to the SEC project below described in the submitted application with a formal decision, **20xx-xx-xx**

Between: *Swedish Electromobility Centre*

And: *Name of the Project Manager*

Project: *Project number – Project Title*

Welcome to the Swedish Electromobility Centre!

We are pleased to welcome you and your academic and industrial project colleagues to Swedish Electromobility Centre (SEC) and the e-mobility network

The Swedish Electromobility Centre's main task is to develop strategically important knowledge and expertise in the field of electric vehicles.

This document, Project Management Agreement (PMA), contains important information about the management of the project. The PMA is signed by the project manager and sent to SEC.

Your responsibilities as project manager

The project manager has several responsibilities and tasks which are outlined in this document.

Project page and folder in Avima

Avima is the digital platform used for project and centre information: avima.se

In Avima you will find the project page and folder together with application and decision documents. You will also find SEC templates, general presentations and other important documents including the *SEC Main Agreement* between all partners in SEC, as well as the guidelines for SEC projects.

It's required to upload all the project's scientific publications, dissertations, licentiate thesis, and other related reports in Avima.

The SEC Main Agreement can be found in Avima.

(<https://avima.app/emobilitycentre/doc/?dfRefID=16401314>)

SEC activities

SEC runs both broad and specific workshops, seminars, conferences, and other networking activities. As a project manager in the SEC's project portfolio, you are expected to take part in the activities.

Researcher Agreement

University researchers connected to the project must sign the document “Researcher Agreement” (forskarförbindelse).

The project manager ensures that:

- All university researchers in the project have signed the agreement in accordance with the SEC Main Agreement
- That all signed agreements are uploaded to your project folder in Avima, and that the signed originals are archived at your university

The “Researcher Agreement” template can be found in Avima.

(<https://avima.app/emobilitycentre/doc/?dfRefID=24375437>)

Kick-off meeting

The purpose with the kick-off meeting is to ensure that all involved are well informed and understand their role in the project.

It's the project manager's responsibility to:

- Invite all project members and the Director of SEC to the kick-off.
- Inform the date of the kick-off to: project@emobilitycentre.se

Informing PhD students

Registration form

The project manager ensures that all PhD Students in the project fill in the form: “SEC Collaboration – registration of PhD student”

Send the signed document to: project@emobilitycentre.se

The doctoral network

As project manager it's important to inform the PhD students about SEC's doctoral network and encourage them to sign up on SEC's website.

<https://emobilitycentre.se/phd-network/>

Please note that the network is open for all PhD students in Sweden, so we encourage you to share the information outside of SEC as well.

Reference-group meetings

The project manager arranges between two to four reference group meetings a year.

The reference group (steering group) must comprise of 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 purpose of the reference group is to:

- Have 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
- Ensure approving of publication of findings, IPR, etc

Visibility and acknowledgements

It's important for SEC to present the projects in various outreach activities and to be acknowledged.

If you have any questions, contact SEC's communications officer.

Project One-Pager

Information about the projects will be published on SEC's website and in presentations.

The project manager creates a descriptive PowerPoint slide of the project (one-pager). Upload the PowerPoint slide to your project folder in Avima.

A one-pager template is available in Avima.

<https://avima.app/emobilitycentre/doc/?dfRefID=15811169>

Acknowledgements

It's important that SEC, the Swedish Energy Agency, and relevant project partners are acknowledged in publications and outreach activities.

The project manager informs all project members on acknowledgments.

Acknowledgement text in publications:

This project is financed through the Swedish Electromobility Centre (SEC). SEC is funded by the Swedish Energy Agency together with its academic and non-academic partners. In particular, the authors acknowledge (add partners involved) for their contribution and support to the project.

Acknowledgement in presentations:

Use logotypes for SEC, the Swedish Energy Agency, and partners accompanied with the acknowledgment text for publications. If the space is limited a plain “*Funded by*” is sufficient, or just the logos. In other cases, use your judgement.

Presentation material and logotypes

SEC provides communication material like presentation templates and logotypes that can be used for outreach activities. These are found in Avima and should always be downloaded from there to be up to date.

(<https://avima.app/emobilitycentre/doc/?dfRefID=17710820>)

The project manager provides project members with communication material from Avima.

Reporting

The project manager is responsible that the project reports to SEC. This includes ensuring that the economic plan of the project is followed and all scientific reporting is done, according to SEC instructions.

If reporting is inadequate, funding will be withheld. 25 % of funding will be withheld until all reporting of the project is finalized and approved. Funds are requisitioned after the annual financial reporting.

For activity within:	Report type
2027	Survey to EM 2027
	Scientific report 2027
	Financial report 2027
2028	Survey to EM 2028
	Scientific report 2028
	Financial report 2028
2029	Survey to EM 2029
	Scientific report 2029
	Financial report 2029
2030	Survey to EM 2030
	Scientific report 2030
	Financial report 2030
2031	Survey to EM 2031
	Scientific report 2031
	Financial report 2031
2027-2031	Final Scientific report of the Centre
	Final Financial report of the Centre

Annual financial reporting

The project manager ensures that all partners follow the economic plan (including in-kind from the industry).

The project manager reports the financial outcome annually according to SEC instructions from the financial officer.

Reporting must be carried out for each calendar year in which the project has had any activity, even if only for a smaller part of that year.

Note that the cash funding in the decision is a maximum level and will be correlated to the actual outcome in the project.

Annual scientific reporting including survey to the Swedish Energy Agency

The project manager ensures that the project reports scientist results according to plan and instructions.

The project manager updates results, publications, conference contributions, and other key performance indicators to the SEC management annually.

Reporting must be carried out for each calendar year in which the project has had any activity, even if only for a smaller part of that year.

SEC provides instructions for annual scientific reporting to the Centre and to the Swedish Energy Agency (survey to the Swedish Energy Agency).

Final project report and final presentation

When the project ends, a final report is submitted to SEC's management prior to the project's end-date. You will be asked to present to the program council.

The project manager writes the final report and presenting for the program council.

Final report template and ppt-presentation template are available in Avima.

(<https://avima.app/emobilitycentre/doc/?dfRefID=24375437>)

Deviations

If there are deviations from the original plan, economic and scientific plan, it may be necessary to apply for a project change. Any decisions on project changes are made by the Director or the SEC's program council.

The project manager contacts the SEC project coordinator if the project deviates from its original plan.

project@emobilitycentre.se

Legal Agreement & IPR

The terms for the cooperation within the Centre and your project are described in the *SEC Main Agreement* accessible at Avima.

(<https://avima.app/emobilitycentre/doc/?dfRefID=16401314>)

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