



## **GUIDELINES FOR CENTRES FOR ENVIRONMENT-FRIENDLY ENERGY RESEARCH (FME) AT NMBU**

*The guidelines apply to Centres for Environment-friendly Energy Research (FME) consented to by the Research Council of Norway (RCN) and where NMBU is the host institution.*

*The guidelines shall:*

- Ensure that FME is well-anchored in the administration of the university, the faculty and involved cooperating partners
- Clarify the roles of and division of responsibilities between the university administration, the host faculty and the involved partners
- Clarify that FME are independent from an academic and management perspective
- Clarify how FME form an integral part of the NMBU organisation
- Clarify financial obligations

**These guidelines supplement the Research Council of Norway's guidelines for FME, December 2014. See attachment.**

### **1. BACKGROUND**

1.1. FME at NMBU must at all times follow and comply with the guidelines and requirements issued by the RCN for FME.

1.2. FME at NMBU are fixed-term research centres affiliated to NMBU as the host institution and project manager. The name of the individual FME must provide an academic understanding of the area of work at the center.

1.3. FME shall have a public profile and be marketed from NMBU, involved faculties and external partners as a Centre for Environment-friendly Energy Research.

#### **THE FOLLOWING MUST BE CLARIFIED BEFORE APPLYING:**

- Executive terms and framework for the locality of premises must be cleared with the host faculty and NMBU before the application is sent
- Funding (by own effort and/or funds) from the parties to the center must be clarified before the application is sent

### **2. ORGANISATION**

2.1 FME must have attachment to a host faculty at NMBU.

2.2. NMBU as the host institution, the host faculty and the collaborating partners must establish a consortium agreement, formed like the indicative template and guidelines given by the Research Council of Norway cf. *Centres for Environment-friendly Energy Research (FME) – Requirements and guidelines*. The consortium agreement must be sent to RCN for information and is attached to the agreement between RCN and NMBU regarding establishment and operation of the centre.

The consortium agreement regulates the organization and implementation of the cooperation, rights and duties between the consortium partners.

2.3. FME assumes that companies and public institutions participate in the centres operations (called «user partners»). The centres research results and competences will create foundation for development, innovation and value with the user partners. The user partners will participate in the centres managements, funding and research and must have ability to make use of advanced research in the development of its own operation.

Every centre is obliged to have a minimum 3 user partners, and companies must always be partners. Except “user partners” (compulsory) can FME cooperate with one or more research institutions or organisations (“*research partners*”) to establishment, operations and funding of the centre.

2.4. Every FME must uphold a FME consortium consisting of NMBU representatives at the host faculty, user partners and if needed research partners («*consortium participants*»). The consortium participants will contribute with their own research efforts and/or funding in accordance with the funding plan and the consortium agreement for the centre.

The participants of the consortium may be changed cf. RCN’s requirements and guidelines for FME.

2. 5. FME must by principles given in these guidelines, have academic and managerial independence towards the host faculty and collaborating faculties.

2.6. FME shall be headed by a centre manager, who is in charge of the day-to-day running of the centre. The centre manager shall primarily be employed at NMBU. The centre manager must, within the frameworks for project description, funding plan, cost plan and the consortium agreement, have independence in academic areas and for the organisation, centre operations and for questions that handle recruitment of personnel for the centre. The centre manager and the members of a management team, if necessary, will be appointed by NMBU in cooperation with the FME-consortium partners. The centre manager term of office equals the term of office set for the centre (five plus three years).

### **3. GOVERNANCE**

3.1. The Centre must have a board with representatives from the FME consortium partners. The board must consist of at least 3 representatives from the user partners. The board must have representatives from the cooperative faculties at NMBU and may have representatives from external research partners. The dean at the host faculty must

have a place at the board. The representatives for the user partners must have majority of the board. NMBU appoints the chair of the board in cooperation with the host faculty. The centre manager acts as a secretary and has responsibility to manage the board affairs. The representatives from the cooperating faculties, user partners and research partners will be appointed by the respective faculties and institutions.

3.2. Term of office for the board equals the term of office for the centre e.g. first term 5 years and second term 3 years.

3.3 The board must secure satisfactory cooperation between the centre, host institution and cooperating partners in the FME consortium. The board should especially contribute to and influence relations that have impact for the cooperation between the centre and the host institution, with its board representation and governance. The board shall amongst other things secure that decisions are not made that will intervene with the host institution responsibility area.

3.4. The center board shall oversee, decide and implement measures that seek to attain the project's main goals and sub-goals and that the project plan is followed and implemented in correspondence with the project description, in the contract with NRC, the consortium agreement and within the given budget- and time frames. The center board must every calendar year process and approve annual accounts, budgets and work plan and ensure that the operation of the centre is justifiable and in line with the agreement between NMBU, NRC and the consortium agreement. The annual financial account and the annual report for FME forms part of the annual meetings between the leadership of the University and the units.

3.5. The centre manager, chair and faculty management at the host faculty and cooperating faculties at NMBU shall meet at least once a year to discuss and assess the cooperation between the partners and the centre, suggest and carry out actions that contribute to a well-functioning and effective collaboration. The centre may consider summoning all partners in the centre, internal and external, to a meeting once or twice a year to discuss.

#### **4. LOCATION**

4.1. FME may consist of co-located research groups or be a «virtual» centre with separate geographical location of groups or partners. Independent of its location, the centre must have effective plans for communication and exchange of personnel between the different parts of the centre.

#### **5. ADMINISTRATION**

5.1. The centre may make use of administrative services from the host faculty, by agreement. The centre must have an administrative manager. Personnel costs tied to the administrative manager is covered by FME. The host faculty sets aside resources from its administration to serve the centre with equal norms as other research projects. This is relevant for resources to help the centre manager with economy- and accounts services, expedition, mail, office supplies, IT services and other relevant administrative services cf. the consortium agreement.

5.2. A separate agreement must be formed between the faculties and the centre, when collaborating faculties provide administrative services to the centre.

## **6. FUNDING**

6.1. The centre must have an annual basic grant exceeding the NMBU budget of NOK 0,5 million. The size of the contribution from NMBU may be evaluated from NMBU's share of the FME budget. The amount is regulated annually with the wages and price compensation stipulated in the national budget the particular year of the award. It is a foregone conclusion that the budget must be used to secure satisfactory management and administrative support for the centre. The centre will be funded according to this model the first five years, with a possibility for the final three year period. The size of the basic grant for the final three years will be decided by the university board as part of the ordinary budget process. The grant for the FME ceases when funding from RCN ceases.

6.2. The centre must at all times have three (3) recruitment positions from NMBU. The participating faculties must also at all times grant one (1) recruitment position each to the centre.

6.3. The infrastructure requirements of the centre will be covered by the participating faculties at NMBU equivalent to «ordinary» research projects. The costs of any infrastructure measures (i.e. remodeling premises, scientific equipment) must be covered by the participating faculties. Infrastructure may also be covered by external collaborating partners.

6.4. In the case of temporary scientific employees (i.e. PhD candidates, postdoctoral fellows, researchers, and professors) who are funded by the centre, the centre must pay their operating- and travel costs.

6.5. The centre shall offer partial buy out from teaching for key researchers, in accordance with the budget and the agreement with RCN. Such a buy out shall be decided by the Dean in accordance with, and in consideration with, the requirements of the faculty and of NMBU. A buy out for one semester must be agreed no later than during the previous semester and before the semester plan is set.

6.6. The centre must cover the costs of announcements, recruitment measures, interviews, fees for external members of the evaluation committee, measure for new staff, etc.

## **7. EMPLOYMENT AND PERSONNEL RESPONSIBILITY (MANAGEMENT RESPONSIBILITY)**

7.1. NMBU bears personnel responsibility for the permanent employees (scientific, technical and administrative employees) and temporary employees affiliated to the centre. Affiliation to the centre includes independent employees within the centre, at the host faculty or other faculties at NMBU. The center itself does not have personnel responsibility.

7.2 The affiliation of the employees will be decided at the initiation of the centre and at the time when new persons are employed. Employees can also have the affiliation decided during the term of office. The centre manager and the dean at the host faculty may, beyond the agreed in the consortium agreement, clarify affiliation in liaison with other involved faculties at NMBU and with external cooperating partners.

7.3. The centre manager bears personnel responsibility (managerial responsibility) for persons affiliated to the centre with more than 50 % funding from FME project means. The personnel responsibility for persons with affiliation with less than 50 % funding from the FME project means, is carried by the operational employer who has the daily management responsibility.

7.4. The recommendations and appointments must follow NMBU personnel regulations.

## **8. TERM OF OFFICE FOR THE CENTRE**

8.1. FME must initially have term of office of eight years. RCN will evaluate the centre around four years after the commencement of the centre. Should the results from the evaluation be negative then the centre will be terminated five years from commencement. If the results are positive the centre will receive the term of office to eight years.

8.2. FME shall form part of a long-term strategy aimed at strengthening and developing research at NMBU. NMBU wishes to assess the opportunity to continue each individual FME as a centre after eight years, assuming that the centre has demonstrated extremely good results and has become a centre with a national and international reputation within its field. Any continuation of the centre after eight years shall be based on an external evaluation by the collaborating units. The decision is made by the university board. In the event of an extension, the activities shall be placed in the current structure of university. Any decision concerning an extension shall apply for a fixed period of time.

8.3. Once the funding from the RCN ceases, the host faculty and any collaborating faculties must ensure that master degree students and PhD candidates have been given an opportunity to complete and conclude their studies as planned.

## **Guidelines approved**

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