

# Instructions for the ECIU@LiU Centre

## 1 Background

Linköping University (LiU) has been a member of the European Consortium of Innovative Universities (ECIU), an international university network, for more than 20 years. For the past two years, this consortium has been running, among other things, one of the pilot projects, ECIU University, within the European Universities Initiative (EUI). EUI is a long-term strategic European initiative in which LiU is participating, aimed at the renewal of higher education in Europe. It has a budget of EUR 640 million for the period 2019-2022, and EUR 1.1 billion for the period 2023-2028.

The core of ECIU operations currently comprises three elements: the ECIU pilot project focused on education (and financed within Erasmus+), the SMART-ER research collaboration (financed within Horizon 2020), and the BOOGIE-U innovation platform (financed within the European Institute of Innovation and Technology – EIT). However, the project portfolio within the framework of the ECIU collaboration is expected to increase in both extent and content.

## 2 Tasks and undertakings

The primary task of ECIU@LiU is to coordinate and act as project leader for all projects and activities within ECIU where LiU participates. To be more specific, this means that ECIU@LiU is to:

- Provide personnel and project management for the projects that are part of ECIU, such as ECIU University, SMART-ER and BOOGIE-U. Such resources are to be provided from both core and support activities.
- Lead and coordinate questions related to ECIU and LiU's membership of it, such as LiU's participation in the ECIU leadership programme.

## 3 Financing

The centre is primarily financed by grants from the EU, although other contributors may be relevant. The financing of certain operations may, after an explicit decision from the vice-chancellor or a decision included in the LiU plan of operations, come from other sources of funding. The project budget that has been owned by the ECIU projects at LiU has been transferred to the centre.

## 4 Personnel

ECIU@LiU does not maintain any employees. The director is employed by a department, faculty or the university administration. The centre will purchase administrative support from other parts of the university.

## 5 Organisation and distribution of responsibilities

### 5.1 General considerations

ECIU@LiU is a separate operational unit that falls under accounting unit 23 "Vissa gemensamma enheter vid LiU".

The centre is led by a board, with a director who reports to the board.

### 5.2 The board

A board shall be established for ECIU@LiU consisting of a chairperson and at least five and at most six members. The vice-chancellor will determine the appointment of the chairperson and members. The period of service shall generally be three years. In addition to this, the students will possess the right to representation on the board, in the form of one member. The representative for the students will be appointed for a period determined by the student unions, with the restrictions that it must not be shorter than one year or longer than three years. The board will appoint a deputy chairperson from among its members.

#### 5.2.1 Responsibilities

The responsibilities of the board are

- to draw up a plan of operations and more detailed forms of operation for the centre, and plan for personnel resources at the centre,
- to draw up rules of procedure for the board relating to detailed working procedures, and a plan for how the centre is to disseminate information about its operations, both internally and externally,
- to determine how presentations and applications for funding for operations are to be conducted,
- to draw up a budget each year, and determine the allocation of the financial resources that have been placed at the disposition of the centre,
- to take decisions significant to the follow up and accounting of operations at the centre, and present every year an annual report and reports of the current situation,
- to ensure that the operations are conducted efficiently and in accordance with the instructions for the centre. Further, to ensure that operations are in accordance with the currently valid university strategy, regulations, instructions, and delegation pathways, and
- to decide on other operational issues, to the extent that the right to decide does not lie with another body within Linköping University.

### 5.2.2 Meetings and case management

As a fundamental principle, meetings of the board are to be held behind closed doors. An administrative assistant with the task of aiding the board in its work, such as a secretary or a person to present the facts of a certain case, does, however, have the right to attend and to participate in the board's deliberations, without this needing an explicit decision. Further, the board has the right to appoint adjunct persons who are not members or deputy members for specific cases or, in exceptional cases, for a continuous period. An adjunct person has the right of attendance and the right to participate in the board's deliberations but does not have the right to propose motions or vote.

The board is quorate when the chairperson and at least half of the other members are present. Votes held by the board are to be open, and the result determined by simple majority. If the alternatives on which voting takes place acquire equal numbers of votes, the chairperson has the casting vote. Minutes are to be kept of board meetings.

If a case to be managed by the board is so urgent that insufficient time is available for the board to meet to deal with it, the case is to be determined through messages passed between more than half of the board members, including the chairperson. If it is impossible to manage the case in this way, the chairperson is to reach a decision alone. Decisions taken by any one of the above-described methods must be referred to the next meeting of the board.

If divergent opinions have arisen during the management of a case by the board, this is to be made clear by the minutes of the board meeting or in another decision document, where relevant.

### 5.3 Director

A director is to report to the board and is responsible for the day-to-day and continuous operations of the centre. The director is to be appointed by the vice-chancellor for a period of three years.

The responsibilities of the director are:

- to secure personnel from LiU for all projects and work packets,
- to create and ensure areas of contact between the core and support operations with which it is necessary for the centre to collaborate,
- to initiate and prepare cases to be handled by the board,
- to implement decisions taken by the board,
- to ensure that a budget and plan of operations are drawn up, and that an approved plan of operations is implemented within the specified budgetary constraints,
- to prepare applications and contracts for decisions to be taken by authorised persons,
- to be responsible for leadership and the assignment of tasks within the centre, and in this way complete the work tasks that arise as a consequence of currently

valid contracts, of decisions taken by the board, and of regulations, instructions and delegation pathways that are valid within the university, and

- to otherwise promote a positive work environment within the centre.