

TERMS AND CONDITIONS FOR THE PARTNER INSTITUTIONS IN RECOMINE-ALLIANCE

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COOPERATIONS IN THE RECOMINE-ALLIANCE

The partner institutions intend to cooperate in the recomine-alliance and, in particular, to develop consortium projects, which will be defined in recomine project outlines. The projects approved by the Federal Ministry of Education and Research (BMBF) are funded separately. Partner institutions in the recomine-alliance are therefore encouraged to coordinate their expertise in order to develop joint projects.

PROCESSES IN THE RECOMINE-ALLIANCE

The recomine-alliance is open and aims for steady growth within the target region. The Helmholtz-Zentrum Dresden-Rossendorf e. V. (HZDR) as partner institution and coordinator of the recomine-alliance establishes a recomine-coordination office. The development of this coordination office at HZDR was based on the expectations of the partner institutions and best practice examples of other innovation alliances. The goal was to achieve the greatest possible openness and social participation in the alliance. The recomine-coordination office is located at the Helmholtz Institute Freiberg for Resource Technology (HIF) of the HZDR.

Organizational and management structure for the implementation phase

The recomine-coordination office supports the recomine-alliance in organization and management. The alliance coordinator, HZDR, assumes the tasks of coordinating the calls for projects. HZDR reports to the funding agency and the advisory board.

The recomine-alliance is defined by a declaration of cooperation of all cooperating partner institutions and is based on the fact that partner institutions that have drawn up a declaration of intent in the concept phase will submit a declaration of cooperation in the current implementation phase. The declaration of cooperation is mandatory at the latest when submitting a project outline. In the medium term, the partner institutions of the recomine-alliance aim to transform the recomine-alliance into an association.

Declaration of Cooperation

By signing the declaration of cooperation, the cooperating partner institutions agree to the provisions of the recomine-alliance listed here. Furthermore, all signing partner institutions declare to have perceived and understood the recommendations of the recomine-alliance. Cooperating partner institutions agree to actively participate in the recomine-alliance (e.g. by attending alliance meetings) and to share the goals of the recomine-vision. The form for a declaration of cooperation can be obtained from the [recomine-website](#). This website also provides an elaboration of the recomine-vision. The alliance coordinator HZDR will accept completed statements of cooperation. Furthermore, the declaration of cooperation becomes obligatory for the respective partner institutions by submitting a project outline.

Project Outlines

The coordination office supports planning and submissions of individual project outlines. It is essential that the planning of projects follows the information on outline and application submission. These are available in German as a PDF download on the [recomine website](#).

Together with the advisory board and the project management organization Jülich (PTJ), the coordination office checks the project outlines for formal correctness. The reviewed project outlines are forwarded to the recomine-advisory board, the PTJ and the BMBF.

The project outlines are selected by the independent advisory board in two stages. A first pre-selection is made by applying a defined criteria catalog, which is equipped with the help of a point allocation and determines the compatibility of the projects with the [recomine-vision](#). The criteria catalog is defined in the recomine-advisory board rules, which are available to any interested institution upon request at the coordination office.

Selected projects are invited to short presentations during an advisory board meeting. Based on the short presentations and the quality and number of submitted outlines, the independent advisory board democratically votes on the proposals for funding project outlines in a discussion. The advisory board then forwards its proposals to the appropriate contacts at the PTJ and the BMBF.

BMBF-Applications

The PTJ and the BMBF evaluate the project outlines proposed for funding, taking into account all formally correct outlines submitted on time, and issue a funding decision. The outlines are then revised into a full proposal according to the BMBF's specifications. The HZDR supports the applying partner institutions in the application process through its recomine-coordination office. The actual funding quotas are determined by the BMBF. As part of the application review process, the project management organization checks the creditworthiness of commercial partner institutions. The purpose of the creditworthiness check is to ensure that the respective institution is in a position, both in terms of personnel and finances, to raise the own contributions to be made to the R&D project. The recomine-coordination office and the PTJ recommend carrying out the credit assessment at an early stage of project development.

HANDLING OF PROJECT-RELATED DATA

The project outline should provide an insight into the task in a generally understandable way. The given

recomine-outline must be used in the form of a PDF file. This is available in German for download on the [recomine website](#). It is recommended that the project outline only contains data that is not relevant to intellectual property rights. The work plan is to be presented briefly and in a generally comprehensible manner. The specific project-related data are known only to the recomine-coordination office, the recomine-advisory board, the BMBF and the PTJ, and will be treated in strict confidence. Projects proposed for funding are subject to the Additional Terms and Conditions for Grants on a Cost Basis of the BMBF to Commercial Enterprises for Research and Development Projects (NKBF 2017) or the Additional Terms and Conditions for Grants on an Expenditure Basis of the BMBF for Project Funding (NKBF).

The archiving of project-related data is carried out as classified information of the recomine-coordination office and the recomine-advisory board. Employees of the HZDR who do not work in the recomine-coordination office do not have access to recomine-project outlines. Tasks in the alliance-coordination are strictly separated at the HZDR from the development of individual recomine-projects in terms of personnel and structure.

REPORTS ON THE PROJECT IMPLEMENTATION

The partner institutions of approved projects will provide information about the project progress to the recomine-coordination office. In the form of a generally understandable presentation, all partner institutions of funded projects will present their project progress once a year at an alliance meeting. Each partner institution grants the recomine-coordination office access to the media content of the presentations. As far as possible under copyright law, the recomine-coordination office prepares the knowledge gained in the sense of the recomine-vision in a way that is suitable for the target audience. The coordination office coordinates with the respective partner institution in advance of a publication. Each partner institution of a project has the right to withhold information relevant to property rights from other partner institutions including the HZDR.

LIABILITY/GUARANTEEE

When collaborating in the recomine-alliance, the partner institutions will exercise the necessary scientific care and ensure compliance with the respective known state-of-the art in science and technology. To this end, the principles of the German Research Foundation for ensuring good scientific practice are to be applied. The partner institutions will carry out the transmission of information with the care customary in their own affairs. The partner institutions do not guarantee that the results produced and/or information transmitted by them (within the alliance) do not infringe on the property rights of third parties. However, as soon as one partner institution becomes aware of such property rights, it will inform the other partner institutions of this without delay. However, there is no obligation to carry out a research in this respect.

The partner institutions shall only be liable to each other for intent and gross negligence. In the event of gross negligence, liability for consequential damages is excluded.

Notwithstanding Section 426 of the German Civil Code (BGB), the partner institutions agree that in the event of claims by third parties they shall each be liable internally only in accordance with their share of fault and undertake to indemnify the other partner institution(s) against any further claims.

The exclusions and limitations of liability do not apply to claims under the Product Liability Act, for fraudulent conduct, from liability for guaranteed characteristics and from injury to life, limb or health. The aforementioned limitations of liability shall also apply to the liability of the respective partner institutions for their employees, bodies, representatives and vicarious agents as well as for their personal liability.

DATA PROTECTION

No personal data is processed. Insofar as a partner institution processes personal data to fulfill its contribution to the alliance, this partner institution is solely responsible for this (responsibility within the meaning of data protection law). This partner institution is obliged to comply with data protection regulations. Their personal data that has come to their attention may only be used for the implementation of the contributions.

In addition, the partner institutions each process the data of the other partner institutions (including the data of the contact persons) within the framework of the alliance (in particular contract administration and billing as well as communication). For this purpose, the required data (in particular name, company, address and contact data, bank and other billing information) is also stored digitally in the respective systems and retained until after the statutory retention obligations have expired. No data is transferred to third parties. The contact persons of the partner institutions can contact the respective partner institutions to assert their data subject rights (in particular information, correction, blocking and deletion) as well as confidentially contact the data protection officer of the HZDR.

EMPFEHLUNGEN FÜR DIE PARTNER-INSTITUTIONEN IM RECOMINE-BÜNDNIS

Alliance Activity

The partner institutions should work together in a transparent and confidential atmosphere. Professional exchange should function without the exchange of data up to the writing a project outline and take place at recomine-alliance meetings or in personal meetings. In addition, a web-based platform is available to the alliance, which offers the possibility of a protected exchange. Regular professional exchange with other recomine-partner institutions is recommended.

Nondisclosure

It is recommended that the partner institutions conclude a confidentiality agreement in writing at the very beginning of the development of a project outline. Data relevant to intellectual property rights should be avoided in the project outline.