

Rules governing the SBB Research Fund

Preamble

The Schweizerische Bundesbahnen AG (hereinafter referred to as *SBB*), by contract dated November 21st 2019 (hereinafter referred to as *Agreement*), has commissioned the Institute for Systemic Management and Public Governance (hereinafter referred to as *IMP-HSG*) to provisionally manage a research fund for SBB (hereinafter referred to as *Research Fund*), endowed by SBB with CHF 300k per year until and including 2024.

These rules specify the governance of the SBB Research fund.

This Research Fund pursues the following objectives:

- promoting of and providing financial grants for primarily socio-economic applied research and socio-technological development projects relevant with regard to current issues of transport in Switzerland;
- answering questions that concern the practice of transport science and relevant to SBB, particularly work on innovative approaches and the interlinkage of know-how about public transport in Switzerland as a contribution towards the long-term and sustainable development of the transport system as an important strategic competitive factor of Switzerland;
- promoting cooperation and the visibility of research at Swiss universities and research institutions in the field of transport in order to strengthen Switzerland as a centre of research in a sustainable way.

The IMP-HSG is supported by an Advisory Board.

Its members also assume the governance of the SBB Research Fund.

The members of this Advisory Board hereby issue the following Rules governing the Research Fund.

Art. 1 Object of the Rules

- a) The Rules governing the Research Fund shall refine the Agreement and, in particular, specify
 - 1) the selection, allocation and funding of research projects financed by the Research Fund,
 - 2) the management of the Research Fund and the Advisory Board, as well as
 - 3) the latter's reporting obligations.
- b) Unless these Rules provide otherwise, the provisions of the Agreement shall be applicable.

Art. 2 Appointment of the members of the Advisory Board

- a) SBB appoints the members of the Advisory Board.
- b) SBB's representation on the Advisory Board always amounts to at least 50%.

Art. 3 The activities of the Advisory Board

The Advisory Board shall

- a) meet at least twice a year (ideally in spring and autumn), whereby the first meeting usually focuses on the development of future key research and development issues and the second meeting discusses project results;
- b) in a continuing process, keep a list of possible current research topics provided by the members of the Advisory Board. On the part of SBB, current topics are provided from the corporation's point of view;
- c) govern the project related submission and decision processes, including the tendering and selection of projects and the corresponding allocation of funds;
- d) evaluate the final reports and coordinate the communication of results.

Art. 4 Decision-making by the Advisory Board

- a) All decisions concerning financial grants for projects, the operations of the Research Fund, and any associated measures to accomplish its purpose shall be incumbent upon the members of the Advisory Board.
- b) Decisions with regard to financial grants shall ideally be based on two reviews by members of this board.
- c) Decisions shall be made by a simple majority of the members of the Advisory Board present, whereby
 - 1) at least one representative of SBB shall be present for the decision or decisions made to be valid;
 - 2) such decisions shall always be made in consultation with SBB.
- d) If required, and if agreed by a majority of the members of the Advisory Board as well as at least one representative of SBB, decisions may also be by non-stationary means (such as writing).
- e) If a member of the Advisory Board or a member of his/her research staff has submitted a project proposal, he/she shall abstain from voting on the granting of the contributions to the project of his/her chair.
- f) SBB has a right of veto on all decisions.

Art. 5 Selection and allocation of projects

Art. 5 §1 General provisions

- a) Researchers from universities and universities of applied sciences, including the persons represented in the Advisory Board and their academic staff, shall be entitled to apply directly. Commercial research service providers and their staff shall be entitled to indirectly apply as project partners of the aforementioned parties.
- b) There are two procedures for applying for and awarding projects: (1) Procedure of project selection based on an invitation for tenders by the Advisory Board and (2) Procedure of project selection based on a non-tendered application for a financial grant.

Art. 5 §2 Procedure of project selection based on an invitation for tenders by the Advisory Board

- a) The selection of projects and allocation of grants shall be subject to a two-stage procedure.
 - 1) Qualified parties according to Art. 5 §1a shall lodge a short project proposal with which they apply for an invitation to submit a project application to the SBB Research Fund. The Advisory Board can define specific rules and procedures for this process and the contents of the proposals.
 - 2) On the basis of these proposals, the advisory board shall decide which party to invite to submit a project application. The advisory board can define specific rules and procedures for this process and the contents of the application.
- b) If an invited party fails to accept and comply with such an invitation by a given submission deadline, its right to submit project proposals or applications shall be forfeited.
- c) Steps 1 and 2 of (a) can be directly combined into a project application, provided a letter of support from an SBB department is endorsing a project.
- d) The Advisory Board makes the final decision on financial grants for projects. Legal recourse is excluded.
- e) The channel and the form of the feedback provided by all members of the Advisory Board (orally, in writing) to the applicants (throughout the process) may basically be chosen freely. A one-off presentation and face-to-face discussion of a project (proposal or application) and thus the applicants' presence at one of the meetings of the Advisory Board shall be aimed at.
- f) Owing to the objective of conducting research into topical issues, the aim shall be to keep the cycle time of the process short and if necessary complete one stage of the procedure by correspondence.

***Art. 5 §3 Procedure of project selection
based on a non-tendered application for a financial grant***

- (a) Assuming that there is strong support by an SBB department (signified by a corresponding Letter of Intent), qualified parties according to Art. 5 §1a may lodge a project application with which they apply for a project grant by the SBB Research Fund.
- (b) The Advisory Board makes the final decision on the financing of such a project. Legal recourse is excluded.
- (c) The channel and the form of the feedback provided by all members of the Advisory Board (orally, in writing) to the applicants (throughout the process) may basically be chosen freely. A one-off presentation and face-to-face discussion of a project (proposal or application) and thus the applicants' presence at one of the meetings of the Advisory Board shall be aimed at.
- (d) Owing to the objective of conducting research into topical issues, the aim shall be to keep the cycle time of the process short and if necessary complete one stage of the procedure by correspondence.

Art. 6 Features of the funded projects

Projects are subject to the following criteria:

- a) A project shall have socio-economic or socio-technical background and has to be considered as applied research or as a development project.
- b) A project shall be headed by the persons specified by the application.
- c) The range of topics shall be defined by the Advisory Board and specified and structured in the project submission process, together with one or multiple representatives from SBB.
- d) The topics prioritised by the Advisory Board shall be relevant to the practice and/or science of transport economy and have the potential to make an impact on such issues.
- e) Project reports are published electronically and provided to the public by open access.

Art. 7 Submission of applications

- a) Any applications submitted to the Research Fund shall contain at least the following information:
 - 1) project managers, researchers and their subject-specific competencies,
 - 2) topic and objective,
 - 3) research questions,
 - 4) current state of research,
 - 5) methodology,
 - 6) expected results and their significance/relevance,
 - 7) budget,
 - 8) research and project plan, including planned communication of results,
 - 9) Short letter of support by at least one SBB representative, demonstrating and explaining his/ her interest in and support for a given project.
- b) The advisory board issues additional rules as required.

Art. 8 Project grants allocation

- a) Project grants shall not exceed the amount of CHF 150,000.
- b) The Advisory Board shall determine the scope of the intended grant in the invitation to submit an application; the exact amount shall then be fixed in the submission of the application and in the discussion of the application in the Advisory Board.
- c) The project grants shall be conceived of as ceilings rather than lump sums. Amounts shall be disbursed against invoice.
- d) The grants may be used to cover the following costs:
 - 1. personnel costs for academic staff and project leaders;
 - 2. travelling and accommodation expenses, particularly for participation in congresses and workshops;
 - 3. room costs and rentals, as well as other third-party costs.
- e) Cost shall be disclosed in the project application in such a manner that the cost rates can be readily understood. In principle, the Advisory Board shall take its bearings from the cost rates applied by Swiss National Science Foundation projects.
- f) If the ceiling is exceeded, a supplementary application has to be submitted.

Art 9 Advisory Board membership compensation

- a) Participation in and costs related to the work in the Advisory Board is compensated by the provision of a personal 1st class GA travelcard free of charge.
- b) No further compensation is foreseen.

Art. 9 Reporting

- a) Subsequent to a project that has been funded by the Fund, the project party shall submit a written report about the funds granted and the central results of the project to the Advisory Board. Such written report shall be accompanied by a management summary about the concrete practical implications of the results, as well as a comment on any significant deviations from the approved research plan.
- b) In addition to the academic channels, a further multiplication of the results shall take place, ideally in the form of a discourse between academia and practice, newspaper reports, workshops, the use of existing platforms, and conferences. SBB shall be entitled to a non-exclusive use of the research results free of charge for corporate purposes. The exploitation rights of the texts shall remain with the authors.
- c) The use of the funds shall be accounted for in accordance with commercial business principles. A report on activities, the use of funds and the assets of the Fund shall be submitted to SBB AG every year as of 31 December.

Art. 10 Office of the Research Fund

- a) The office of the Research Fund shall be constituted by the SBB Lab at the Institute for Systemic Management and Public Governance (IMP-HSG) at the University of St. Gallen.
- b) The office shall act according to these rules and execute the decisions made by the Advisory Board and manage the assets of the Fund as special reserves of the Institute for Systemic Management and Public Governance (IMP-HSG) at the University of St. Gallen.

Art. 11 Period of validity of these Rules

The Agreement between SBB AG and the IMP-HSG shall be valid until the end of 2024. It is then extended by a further year if it is not terminated at the end of one year with a notice period of 6 months. These Rules shall therefore be applicable while said Agreement is in force.

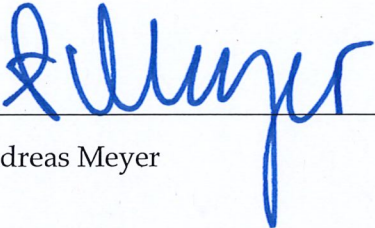
Art. 12 Changes to these Rules

Changes to these Rules may be made upon agreement of SBB and IMP after consultation of the Advisory Board.

Art 13 Date of entry into force of these rules

These rules are put into effect on 01.01.2020. They replace the Rules as of January 2015.

For the SBB Research Fund:



Andreas Meyer



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