Project description: Staff exchange within applied AI

**NOTE: Texts written in italics are only for support and should be removed before the document is submitted to Vinnova.**

**The maximum allowed number of pages are 6.**

# Type of exchange

Swedish employee visiting organization in*: ………………………….*(France, Germany, Brazil, US or Canada)

*or*

Expert from …………………………………………………(France, Germany, Brazil, US or Canada) visiting Sweden

# Staff exchange person

Describe the person who will do the staff exchange - his/her experience and areas of expertise:

|  |  |
| --- | --- |
| Personal data |  |
| Name |  |
| Year of birth |  |
| Role in project |  |
| Organization |  |
| Position at organization |  |
| E-mail |  |
| Engagement in the project | % of full time |

|  |
| --- |
| Relevant qualifications and experiences within AI |
| Time/period: | Degree, Working experiences, Positions … |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Motivate why this person is suitable for staff exchange:*

*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

# Swedish organization

|  |  |
| --- | --- |
| Name of contact person |  |
| Organization |  |
| Mail address |  |
| Phone |  |

Describe the Swedish organization briefly:

* Type of organisation, company or research organisation
* What are the areas of research or business?
* Describe the organisation’s strategy for AI?
* Number of employees?
* Number of employees working with AI?
* Number of persons that will be involved in this work?
* *Other relevant information*

*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

# Foreign organization

|  |  |
| --- | --- |
| Name of contact person |  |
| Organization |  |
| Mail address |  |
| Phone |  |

Describe the foreign organization briefly:

* Type of organisation, company or research organisation?
* What are the areas of research or business?
* Describe its accomplishments within AI
* Number of employees?
* Number of employees working with AI?
* Number of persons that will be involved in this work?
* *Other relevant information*

*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

# Goals for the staff exchange

**Please describe the project with regards to the following aspects (from the call text, chapter 7.1):**

* The value of the knowledge transfer for the applicant organization
* The potential of the exchange to lead to long-term cooperation between the countries and the organizations
* The project's potential to contribute to increased gender equality
* Potential for knowledge transfer outside the organizations
* The project's potential to make a positive contribution to the global goals in Agenda 2030, as well as minimize the negative effects
* The actors' ability to contribute to knowledge transfer
* The project constellation's access to relevant sustainability competence
* The degree of relevant AI expertise within the project group and of the person making the exchange
* How well the team (key persons in the project) is composed regarding gender distribution, as well as the distribution of power and influence between women and men
* The plan for the project and the staff exchange is feasible within the intended budget
* The plan for knowledge transfer both within and outside the organization is realistic
* How well relevant sustainability perspectives are integrated into the project plan
* How well the gender equality aspects have been integrated into the project plan
……………………………………………………………………………………………………………………………………………………………

# Project/work tasks

|  |  |
| --- | --- |
| Start date of staff exchange: |  |
| End date of staff exchange: |  |

Describe the tasks the visiting person will do. Will he/she be involved in a R&D project? Describe the project briefly. Max 200 words.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Important persons

Describe the persons for the staff exchange: Who are important for knowledge transfers and for future cooperation. **Describe 2-4 key persons.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Age |  |
| Role in project |  |
| Organization, and position |  |
| Engagement in the project | % of full time |
| Why person is important |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Age |  |
| Role in project |  |
| Organization, and position |  |
| Engagement in the project | % of full time |
| Why person is important |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Age |  |
| Role in project |  |
| Organization, and position |  |
| Engagement in the project | % of full time |
| Why person is important |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Age |  |
| Role in project |  |
| Organization, and position |  |
| Engagement in the project | % of full time |
| Why person is important |  |

# Ethics and gender aspects on the project

Describe ethical aspects with the project, regarding AI. Also, please describe the gender aspects in the project and the project team, regarding both power and involvement. If it differs from a range of 60/40, discuss the reason for that and if there is an action plan to address the difference.

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# Security aspects and feasibility

*Describe if there are any doubts regarding the viability of the project. How are you planning the feasibility of the project, considering the global Covid-19 situation?*

*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

# 10. Mobility

*How are you planning the feasibility of the project considering who travels where, when and how many times during the project period?*

*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

# 11. Budget

|  |  |
| --- | --- |
| **Travelling costs** | **Costs (in SEK)** |
| Name of visiting person |  |
|  |  |
| **Accommodation**  |  |
| Type of accommodation (apartment, rental house, hotel) |  |
| **Additional costs** |  |
| Specify other additional cost due to the exchange you apply for. This could be for example: cost for visa, cost for office space, training, mentoring… |  |
| **Salary for foreign expert** |  |
| Salary cost for visiting expert or traveling employee |  |
| **Total (SEK)** |  |

## Comments to budget

Describe and motivate accommodation and additional costs, including how much of the foreign expert salary is funded by the grant.

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