



**Guidelines**

**for**

**Adoption of Associated Members**

**to**

**SEAFOODplus**

**June 2005**

## **Introduction**

In addition to partnership in SEAFOODplus as full member of the consortium, for which it is necessary to sign the Consortium Agreement, it is also possible to obtain a membership status as 'Associate of SEAFOODplus'.

The option for becoming an Associate of SEAFOODplus is basically established for companies, preferentially SMEs, but can in principle be obtained for any legal entity or association provided the SEAFOODplus Council can approve such status, and the conditions for membership are fulfilled.

The benefit for the SEAFOODplus project is that experience from the associate can be used in the project work, results can be disseminated faster than otherwise, and practical trials can be performed in the facilities of the associate.

The benefit for the associate is that a close insight into a certain SEAFOODplus project can be obtained, and tangible results can be extracted at an early stage.

Associates can work towards obtaining full partnership in SEAFOODplus for the following 18 month period of the work programme after the status of an associate has been obtained. It is necessary to apply to the Consortium Agreement and go through regular procedures for new membership in order to obtain full partnership, including approval of the SEAFOODplus Council.

The membership fee for an associate being an SME is set to be 500 euro per year per project within SEAFOODplus the Associate is signed up to have contact to, and correspondingly 2000 euro per year per project for an industrial enterprise larger than an SME. For other legal entities, like universities or other academic institutions, the Council will have to consider an application on a case to case basis.

## **Procedures**

A company or any other party interested in being an associate of SEAFOODplus must identify the project or projects within SEAFOODplus they would have most interest in having a close contact to. Proposal for obtaining the status as an Associate is forwarded to the SEAFOODplus secretariat.

The project leader of the identified project is contacted and asked if he or she would be willing to have the specific company or party as an associate to the specified project. Consultation with the other project members is necessary, and it is necessary to check that no conflict of interest will appear.

The project leader must further inform the RTD coordinator about the investigations for having a new associate adopted.

When the project leader has accepted that the specific party can become an associate with contact to his or her project, the company/party and the project leader must come to an agreement of how the contact between the project and the associate should be established in practical terms. This could be by appointing special meetings between certain project members and the associate, allowing the associate to participate in certain project meetings or satellite meetings to project meetings, etc. In general, the associate should have the possibility of communicating with the project leader or a

member of the project group by phone, e-mail, or otherwise, as agreed during the period of membership.

The associate could be given the opportunity of inviting a member from the project group to visit the company for consultation or presentations in-house. In that case the associate should pay all expenses involved like travelling and accommodation.

The project leader/group members must agree on what kind of information could be released to the associate without violating the terms given in the Consortium Agreement.

When the project leader and the associate have agreed to the terms for contact, a proposal is sent to the RTD coordinator for approval. Next, the proposal is sent to the Council for approval by written procedure. The members of the Council must file any comments or objections to the membership within two weeks after having received the proposal.

When the membership is approved by the Council, a Letter of Agreement is signed by the associate, the project leader, and the SEAFOODplus Coordinator.

### **Administration**

The annual membership fee is paid to the SEAFOODplus secretariat at commencement of membership. The secretariat forwards 50 % of the membership fee to the project leader to be used in connection with the administration of the membership at project level.

All associates are listed on the homepage of SEAFOODplus, unless specifically required by the associate not to be listed.

The project leader includes in the annual report to the RTD coordinator experiences obtained from the contact to the specific associate. No other reporting is required, unless a member of the ITD team anticipates results of relevance for dissemination, demonstration, training or any other ITD activity.

The minimum period of membership as associate is one year.