

STI – Semantic Technology Institute Innsbruck

Management Plan for STI Innsbruck

V2.0.4



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STI Innsbruck
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1.	INTRODUCTION.....	4
2.	LEADERSHIP AT THE LEVEL OF THE INSTITUTE.....	5
	IN THIS SECTION THE VARIOUS LAYERS OF LEADERSHIP WITHIN THE INSTITUTE ARE DESCRIBED.	5
2.1.	DIRECTOR	5
2.2.	STEERING COMMITTEE.....	6
2.3.	WORKING GROUPS.....	6
3.	RESEARCH UNITS.....	7
	THIS SECTION DESCRIBES THE DIFFERENT RESEARCH UNITS AND THEIR STRUCTURE.	7
3.1.	RESEARCH UNIT.....	7
3.2.	HEAD OF UNIT.....	7
3.3.	MEMBERS OF A RESEARCH UNIT.....	7
3.3.1.	<i>Scientists</i>	8
3.3.2.	<i>Researchers</i>	9
4.	TEACHING UNIT.....	10
4.1.	BACHELOR AND MASTER EDUCATION	10
4.1.1.	<i>Bachelor Education (Computer Science)</i>	10
4.1.2.	<i>Master Education (Computer Science)</i>	11
4.1.3.	<i>Master Education (Business Informatics)</i>	11
4.2.	PHD EDUCATION.....	11
4.3.	STRUCTURE OF THE TEACHING UNIT.....	12
5.	CENTRAL MANAGEMENT UNIT.....	14
5.1.	FINANCIAL MANAGEMENT.....	15
5.1.1.	<i>Main Tasks</i>	15
5.1.2.	<i>Effort and Cooperation Partners at the University</i>	18
5.2.	HUMAN RESOURCES MANAGEMENT	19
5.2.1.	<i>Main Tasks</i>	19
5.2.2.	<i>Effort and Cooperation Partners at the University</i>	20
5.3.	INSTITUTE MANAGEMENT	21
5.3.1.	<i>Main Tasks</i>	21
5.3.2.	<i>Effort and Cooperation Partners at the University</i>	22
5.4.	PROJECT MANAGEMENT.....	23
5.4.1.	<i>Main Tasks</i>	23
5.4.2.	<i>Effort and Cooperation Partners at the University</i>	26
5.5.	SECRETARIAL SUPPORT.....	27
5.5.1.	<i>Main Tasks</i>	27
5.5.2.	<i>Effort and Cooperation Partners at the University</i>	27
5.6.	TECHNICAL MANAGEMENT	28
5.6.1.	<i>Main Tasks</i>	28
5.6.2.	<i>Effort and Cooperation Partners at the University</i>	29
5.7.	REPORTING	30
5.8.	SUMMARY OF EFFORTS	30
6.	GUIDELINES AND WORKFLOWS	31
6.1.	GUIDELINES	31
6.1.1.	<i>STI Innsbruck Travel Guidelines and Rules</i>	31
6.1.2.	<i>Invited Talks</i>	35
6.1.3.	<i>Appraisal Interview</i>	35
6.1.4.	<i>Meeting PhD - Supervisor</i>	35
6.1.5.	<i>Absence Due to Illness</i>	36
6.1.6.	<i>Employee Obligations</i>	36
6.1.7.	<i>Presence Rules</i>	36
6.1.8.	<i>Timesheets</i>	38
6.1.9.	<i>Bonus Payments</i>	39

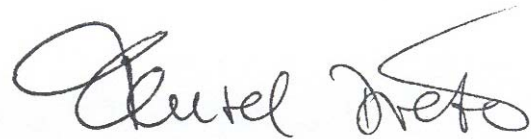
6.2.	WORKFLOWS.....	40
6.2.1.	<i>Hiring Process</i>	40
6.2.2.	<i>Contract of Employment</i>	41
6.2.3.	<i>Employee Project Reassignment Process</i>	41
6.2.4.	<i>Holiday Application</i>	41
6.2.5.	<i>Cost Order Approval</i>	42
6.2.6.	<i>Refund of Expenses</i>	43
6.2.7.	<i>Meeting Application</i>	43
6.2.8.	<i>Travel Refund</i>	44
6.2.9.	<i>Collection of Timesheets</i>	45
6.2.10.	<i>Generation of the Monthly Budget Summary Reports</i>	45
6.2.11.	<i>Invited Talks Organization</i>	46
6.2.12.	<i>STI Innsbruck Library</i>	47
6.2.13.	<i>Welcome Procedure</i>	48
6.2.14.	<i>Web Site and Update Review Process</i>	49
6.2.15.	<i>Technical Report Review Process</i>	50
APPENDIX 1.	AUTHORITATIVE RESPONSIBILITY.....	52
APPENDIX 2.	INSTITUTE ADVISORY COUNCIL.....	54
APPENDIX 3.	STEERING COMMITTEE, WORKING GROUPS AND UNITS COMPOSITION	55
A3.1	STEERING COMMITTEE.....	55
A3.2	WORKING GROUPS.....	56
A3.3	RESEARCH UNITS.....	57
A3.4	TEACHING UNIT.....	57
A3.5	TEACHING RESPONSIBILITIES (2010/2011).....	58
APPENDIX 4.	WEB SITE RESPONSIBILITIES.....	59
APPENDIX 5.	FINANCIAL MANAGEMENT TASKS.....	61
APPENDIX 6.	PROJECT MANAGEMENT.....	64
A6.1	PROJECT MANAGEMENT TASKS.....	64
A6.2	PROJECT LEADERSHIPS.....	67
APPENDIX 7.	HUMAN RESOURCES MANAGEMENT TASKS.....	68
APPENDIX 8.	INSTITUTE MANAGEMENT TASKS.....	71
APPENDIX 9.	SECRETARIAL SUPPORT TASKS.....	74
APPENDIX 10.	TECHNICAL MANAGEMENT TASKS.....	75
APPENDIX 11.	UNIVERSITY GUIDELINES TO EQUIPMENT ACQUISITION AND PROVISION OF SERVICES.....	76
APPENDIX 12.	JUSTIFICATIONS FOR COST ORDER APPROVAL.....	78
A12.1	OTHER PROJECT SPECIFIC COSTS.....	78
A12.2	CONSUMABLES.....	78
A12.3	DURABLE EQUIPMENT.....	78
APPENDIX 13.	LOG OF CHANGES.....	79

1. Introduction

A research institute requires significant management support and appropriate structuring if it should function properly. This is especially true if the institute is based mostly on external funding given all the management requirements that are attached with this funding.

In Section 2, we define the overall leadership structure of STI Innsbruck. Section 3 details the different roles of the scientific staff in research and research units. In Sections 4 and 5 we outline the core functions of the teaching unit and the management structure respectively. Section 6 concludes the document with regulations and workflows that have been defined to optimize the quality of internal processes. The Management Plan contains also several appendixes: Authoritative Responsibilities and Institute Advisory Council definitions from the "Organisationplan" and "Instituteberat" of the University of Innsbruck; groups and committees composition, web site responsibilities, Financial Management tasks, Project Management tasks, projects leadership details, Human Resource Management tasks, Institute Management tasks, Secretarial Support tasks, and Technical Management tasks.

We would like to take this opportunity to thank the University of Innsbruck for its support in all these activities. Especially we would like to mention the Financial Department, the Human Resources department and the Project Service Büro. Until now, I have worked at four different universities in four different countries. However, I have never found such a level of service and devotion of the teams involved as I have had the pleasure to meet and work with here in Innsbruck.

A handwritten signature in black ink, appearing to read 'Dieter Fensel', written in a cursive style.

Univ.-Prof. Dr. Dieter Fensel

2. Leadership at the Level of the Institute

In this section the various layers of leadership within the institute are described.

2.1. Director

The tasks of an institute leader are defined in § 8 of the "Organisationsplan" of the University of Innsbruck:

§ 8. (1) The Director of an institute is held fully responsible for the institute in accordance to § 27 Abs. 1 UG 2002: (§ 27 UG 2002, please see Appendix 1). In addition, the Director maintains the following responsibilities in order to align with the relevant guidelines and directives defined in agreement with the Dean:

1. Lead daily business activities of the institute.
2. Organize administrative and operational activities of the institute.
3. Establish conclusive directives defined in agreement with the Dean, as well as considering the input from institute employees.
4. Directly oversee the academic and administrative personnel of the organization, in so far that these supervisory responsibilities are delegated to the Director from the Dean. As long as no relevant order was issued, the serving and specialized supervision are to be exercised over the entire assigned personnel.
5. Manage the assigned budget and allocated resources in accordance to relevant guidelines.
6. Realize the achievement goals agreed upon with the Dean.
7. Progress towards achieving agreed upon goals, with the assistance of the institute employees.
8. Serve as the constituent advisor of the institute.
9. Ensure that acceptable standards of financial responsibility, economic thriftiness, and commendable expedience in bookkeeping and accounting are maintained by appropriately utilizing assigned resources, as well as the current written (electronic) report system, in accordance to the UG 2002, the relevant guidelines and directives defined in agreement with the Dean.
10. Assume responsibility for the quality assurance and relevance of research results, as well as the administrative and operational activities of the organization.

11. Coordinate adjustments and amendments of development plans of the organization, maintaining alignment with the relevant guidelines and directives defined in agreement with the Dean.
12. Hold regular consultations with the institute advisors.

(2) The appointment of the Director of an institute, the appointed term, the dismissal, and the re-appointment are defined in § 6 Abs. 3 (with the exception of "Hearings"), Abs. 4, Abs. 5 (whereby the advice from the Institute is heeded over the advice from the Faculty), as well as Abs. 6 to 8, in a general manner, where the appointed term of the Dean comes to an end. The Rectorate then handles the appointment and dismissal of the Director.

2.2. Steering Committee

STI Innsbruck does not have an "Institutsbeirat" as allowed by § 11 of the Mitteilungsblatt of the University of Innsbruck (see Appendix 1). Instead it has a steering committee (SC). The STI Innsbruck steering committee is responsible for defining and supervising the overall progress of STI Innsbruck. It is consulted on all major issues of the institute and meets on a monthly basis. It consists of the Director, the heads of units, all postdoctoral researchers, the chair of the Technical Task Force, the representative of the Semantic Excellence Cluster Tyrol, and the chair of the teaching unit. In addition, the Director can invite additional members as observers for a limited period of time. The difference between steering committee and Institutsbeirat is that the STI Innsbruck steering committee goes beyond the advisory capacity of an Institutsbeirat, making concrete decisions regarding the direction of the institute. In addition, it has a different composition.

2.3. Working Groups

Working groups aim at providing cross-project and cross-objective cooperation of researchers beyond the boundaries of STI Innsbruck. Every researcher is expected to take an active role in one or several of the working groups where STI Innsbruck participates into. The updated list of working groups and involved persons is reported in A3.2.

3. Research Units

This section describes the different research units and their structure.

3.1. Research Unit

A research unit at STI Innsbruck is a group of researchers within STI Innsbruck with common research interests and goals, headed by a senior scientist or a senior researcher. Furthermore, a STI Innsbruck research unit also groups projects (i.e., external funding) that are in the interest area of the research unit and are relevant to one or more research objectives as defined in the Research Plan. Current research units are reported in A3.3. Each unit is co-lead by two Head of Unit.

3.2. Head of Unit

Heads of Unit are responsible for guiding the research of the research unit, taking care of the fulfillment of the research objectives assigned to the research unit, and ensuring proper engagement in research projects. Heads of Unit make sure that projects that are assigned to the research unit are properly managed from a financial and scientific perspective and that researchers are assigned to projects in which they have an interest. They have to ensure the sustainability of the unit, its achievements and the funding of the members and they are responsible for the unit staff.

3.3. Members of a Research Unit

These are employees of STI Innsbruck Researchers belonging to a research unit. We can distinguish between two different types of unit members: researchers and scientists. Researchers are involved in research and activities supporting research. In addition, scientists are also involved in the education track.

3.3.1. Scientists

3.3.1.1. Senior Scientist

A senior scientist is a STI Innsbruck research unit member with a PhD degree. In particular the senior scientist guides junior researchers in the areas of:

1. PhD work: the senior scientist helps to define PhD topics of junior members and ensure that the topic is aligned with the general STI Innsbruck vision. They should guide PhD students during the course of her/his PhD, in term of:
 - Progress monitoring: the senior scientist constantly controls the progress toward the thesis of PhD students assigned to him/her through regular meetings (once a month at least). Every 6 months (June and December) the supervisor has to provide a progress report to the PhD track responsible.
 - Workload monitoring: the senior scientist ensures that PhD students have enough time to dedicate to their PhD research by assigning PhD students on projects related to their topic when it is possible.
 - Accessibility: the senior scientist is accessible to the PhD student at anytime an advice may be needed;
 - Advice on work scheduling: the senior scientist gives advices on completion dates for successive stages of work to ensure a good and timely progress toward thesis submission;
 - Comment on publications and reports: the senior scientist provides comment of PhD student written work with constructive criticism in a timely manner;
 - Talks: the senior scientist ensures that the PhD student arranges talks to present her/his work and to practice in oral examinations (this is supported by Research Seminars, see Progress Report);
 - Evaluation: the senior scientist makes the PhD student aware of any inadequacy in progress or of failure to reach an acceptable standard.
2. Publications: the senior scientist guides and advises junior scientist in the process of preparing publications (e.g., which conferences and journals should be targeted). The senior scientist should provide support in the paper writing process in various forms, mainly by contributing to formalize and discuss junior researcher ideas and to revise and comment their works. The final purpose is to make the junior scientist as much independent as possible in the process of publishing.

3. Projects: the senior scientist ensures that junior scientists and researchers are properly guided during their project work. Project work is important for STI Innsbruck and as such must satisfy high standards. Senior scientists are responsible for ensuring this quality.

Furthermore, senior scientists should make sure that the research objectives as mentioned in the Research Plan are the main focus of research in STI Innsbruck.

3.3.1.2. Junior Scientist

A junior scientist is a researcher who works towards her/his PhD. Furthermore, the junior scientist works on projects. Ideally, his/her work in projects should greatly overlap with his/her PhD topic. The junior scientist is thus expected to work on his/her PhD and to contribute to the scientific community by publishing quality papers and providing advance state-of-the-art research performed in projects. In addition, he/she should strive for accomplishing the research objectives as mentioned in the Research Plan, guided by the senior scientist in charge of his/her supervision.

3.3.1.3. Student Scientist

A student scientist is an undergraduate student who has a position with STI Innsbruck. A student scientist should work on topics that are aligned with the general STI Innsbruck vision. The performed work does not need to be related to their Bachelor/Master thesis.

3.3.2. Researchers

3.3.2.1. Senior Researcher

A senior researcher performs research or support tasks to research (e.g., programming) in order to achieve STI Innsbruck research goals. She/he works closely together with scientists. In general, a senior researcher works on the tasks of STI Innsbruck without the goal of achieving a formalized educational degree. Senior researchers coordinate the work of junior researches in order to ensure the fulfillment of their goals.

3.3.2.2. Junior Researcher

A junior researcher performs research or support task to research (e.g., programming) in order to achieve STI Innsbruck research goals, coordinated by a senior researcher or a senior scientist. In general, a researcher works on the tasks of STI Innsbruck without the goal of achieving a formalized educational degree.

4. Teaching Unit

STI Innsbruck is incorporated in the faculty of Mathematics, Computer Science and Physics (MIP) together with the Institute of Computer Science (IFI) since January 2006.

STI Innsbruck commits itself to contribute to teaching for several reasons, including the fact that only a substantiated education will lead to future qualified researchers. In addition, teaching is a first class opportunity to effectively transfer the knowledge gained in academic research into the companies eventually hiring students when they reached their degrees, which is exactly the objective of the support programs of the “Tiroler Zukunftstiftung” and TransIT. STI Innsbruck provides undergraduate and graduate education which will be briefly described in this section.

STI Innsbruck employees have teaching duties according to their contract, contributing to all levels of teaching (Bachelor Program, Master Program, PhD Program). The teaching unit membership is reported in A3.4.

4.1. Bachelor and Master Education

In the following we describe the services offered by STI Innsbruck for Bachelor education in Computer Science, for Master education in Computer Science, and for Master education in Business Informatics

4.1.1. Bachelor Education (Computer Science)

The Bachelor course in Computer Science at the University of Innsbruck offers a solid basic training in the core areas of Computer Science, equally training in practical project planning, as well as in the application of acquired knowledge when it comes to concrete problems in the application subjects. In the Bachelor program, students have to complete mandatory modules amounting to 165 ECTS points and two chosen modules amounting to 15 ECTS points. The program is completed by the submission of one Bachelor thesis.

STI Innsbruck offers numerous lectures and seminars for Bachelor students providing introductions to its core research topics, such as Web technology, Semantic Web,

Semantic Web Services, Semantically-enabled Service-oriented Architectures. A complete list can be found at <http://www.sti-innsbruck.at/teaching>.

In addition, many researchers at STI Innsbruck offer supervision for Bachelor theses. Completed theses are available at <http://www.sti-innsbruck.at/teaching/theses/completed/>.

4.1.2. Master Education (Computer Science)

In the Master program, students deepen their abilities and knowledge in Computer Science. The program conveys they ability to work on scientific problems autonomously and prepares them for the PhD program. In addition, it enables students to specialize on an application area of Computer Science. Students have to complete three mandatory modules amounting to 20 ECTS points and five chosen modules amounting to 70 ECTS points. Master students complete the master program by writing a master thesis. STI Innsbruck offers numerous lectures and seminars for Master students. A complete list can be found at <http://www.sti-innsbruck.at/teaching>.

STI Innsbruck supervises numerous interesting topics. A list of completed master thesis can be found at <http://www.sti-innsbruck.at/teaching/theses/completed/>.

4.1.3. Master Education (Business Informatics)

The Master program “Business Informatics” offered by the Innsbruck University School of Management enables students with an educational background in business and social sciences to further focus on scientific work in the area of Computer Science. STI Innsbruck offers the chosen modules Semantic Web and Intelligent Systems. Additionally, STI Innsbruck offers a mandatory lecture, namely “Introduction to Modeling”.

4.2. PhD Education

High-quality PhD research is widely recognized as one of the key success factors in every academic institution. While doing a PhD necessarily implies a high amount of individual research work, the role of supervision is essential for the systematic operation of the process and its successful finalization.

PhD Process: The process can be roughly divided into three phases:

- Phase I: Find and formulate the research problem;
- Phase II: Elaborate and evaluate the solution;
- Phase III: Write up the thesis.

Ideally this process should be finalized within a period of 3 years.

Supervision: Every PhD student has one main supervisor at STI Innsbruck, who is a scientist, either a PostDoc or a professor. Ideally, this would be one of Head of Unit of the student. PhD students are furthermore encouraged to seek additional external supervision from experts in the field.

Monitoring progress: In order to monitor the progress and to enable effective guidance and supervision of PhD students, there should be regular meetings between the PhD students and the supervisors. It is up to the supervisor and the student to agree on the frequency of these meetings. Besides the regular meetings between students and supervisors, there is a biannual research seminar mandatory for all PhD students. In this seminar, PhD students are encouraged to give trial presentations for the papers which are presented at workshops and conferences, and to present their PhD work.

Research reports: According to the schema introduced above students should document their PhD work in two research reports concluded by the dissertation thesis.

More details can be found in the STI Innsbruck Research Plan.

4.3. Structure of the Teaching Unit

The teaching unit is structured in four major components. Solid Bachelor education constitutes the basis on which the Master education for computer scientists builds. Additionally, STI Innsbruck cooperates with the Innsbruck Management School and offers some courses for their Business Informatics program.

The Teaching Unit includes a responsible for PhD education and responsible for undergraduate education (Master and Bachelor education). A3.4 describes teaching unit membership and A3.5 reports teaching responsibility assignments.

Computer Science	School of Management
PhD	
Master in Computer Science	Master in Business Informatics
Bachelor in Computer Science	

5. Central Management Unit

The Central Management Unit takes care of all the management task of the institute.

Such task includes:

1. Financial Management
2. Human Resources Management
3. Institute Management
4. Project Management
5. Secretarial Support
6. Technical Management

These tasks are clustered in:

1. Secretarial Support.
2. Central Institute Management that includes:
 - (1) Human Resources Management;
 - (2) Institute Management;
 - (3) Technical Management;
 - (4) Financial Management.
3. Project Management.

The CMU is lead by the Director.

5.1. Financial Management

The motivation behind the STI Innsbruck financial team is the provision of a daily efficient management of the existing funding, which enables the well functioning of the research activities and the support in new funding/projects acquisition to ensure the continuity of the research activities of STI Innsbruck on the long run. These two goals are achieved through cooperation with the Financial Department of the University of Innsbruck and other external agencies, such as the EC (<http://cordis.europa.eu>), FFG (<http://rp7.ffg.at>) and BMBWK (<http://www.bmbwk.gv.at/>). Efficient successful daily financial management ensures a continued incoming cash flow through the generation of cost statement against payment from the various funding agencies. The other key to a strong financial management is the successful cooperation with our project partners across Europe, especially in those projects where STI Innsbruck coordinates and represents the consortium towards the EC.

5.1.1. Main Tasks

In the following section the main tasks of the Financial Management are described.

Bookkeeping

- The bookkeeping support keeps an accurate accounting record of all activities of the institute. This includes:
 - Processing of invoices: writing Refunds of Expenses before the original receipts are sent to the various University of Innsbruck departments (Financial Department, Human Resources, etc.) for payment;
 - Writing invoices to external companies;
 - Administration of petty cash;
 - Processing of travel costs of STI Innsbruck employees in accordance to the University travel guidelines;
 - Keeping track of VIS-online payments and aligning this information with the institute's records;
 - Handling of incoming payment reminders.
- Procedures and workflows were designed and implemented in order to collect the necessary accounting information, such as supervisors' signatures approval and

designation of funding sources (project name, project category) in a timely manner;

- These procedures ensure that the financial guidelines of the university are applied (e.g., RGV guidelines for travel refunds, depreciation rules for durable equipment, etc).

Due to the large number of projects and employees, the bookkeeping area requires an effort of 1 full employee.

In order to ensure accurate actual costs in STI Innsbruck cost statements sent to the EC and national funding agencies, the bookkeeping support also provides the following two services:

- Reconciliation of STI Innsbruck costs records with the SAP system of the university central administration;
- Calculation and deduction of the VAT, which cannot be charged to the EC. The lost Austrian VAT can then be recovered through a “Zusatzfinanzierung” application to the BMBWK (applies only to EC).

These two specific tasks require an effort of 0.5 employees each.

Budgeting/Controlling

The second area of the Financial Management includes effective budgeting, forecast, and recommendation of appropriate actions to deal with variances. Timely and accurate provision of reports including reporting on the cost structure and comparisons between planned and actual spending is also required. A master document called “monthly budget summary” is generated on a monthly basis and discussed with the Director of the institute and senior staff to ensure effective financial planning.

Project Acquisition Support

Another important task of the Financial Management is the provision and negotiation of budget plans in new projects. At the proposal stage of a project the Financial Management is responsible for generating and negotiating the various budget plans within a project consortium. At this phase of a project, the Financial Management is also responsible for preparing “Anbahnungsfinanzierung” applications to the BMBWK in order

to recover the costs spent at the proposal stage of a project that are not reimbursed by the European Commission.

Reporting

For running projects, the most important area of Financial Management is the provision of financial reporting to the European Commission (EC), the Austrian Forschungsförderungsgesellschaft (FFG) and the Austrian Bundesministerium für Bildung, Wissenschaft und Kultur (BMBWK). This financial reporting includes the following activities:

- Generation of annual (EC) and half-year (FFG) cost statements;
- Support for auditing activities for all European projects, coordination with Auditor and Project Service Büro for the generation of audit certificates for all European projects;
- Preparation of BMBWK “Zusatzfinanzierungen” in order to recover the Austrian VAT amount which cannot be charged to the EC as well as the durable equipment costs which cannot be charged to the EC due to the depreciation rule;
- Collection of timesheets on a regular basis, their check regarding the guidelines of the European Commission, and their preparation for the Head of Units to sign and file them accordingly;
- Submission of requested financial reporting data to project coordinators at the various reporting periods of a project;
- For projects in which STI Innsbruck is coordinator, the financial management is responsible for collecting data from the consortium in order to carry out the following tasks:
 - Liaison with the EC on behalf of the consortium;
 - Generation of the yearly management report;
 - Generation of the EC summary financial report;
 - Generation of the EC budgeted vs. actual costs report;
 - Generation of the Community Contribution Distribution;
 - Collection of all partners cost statements (Form C) and audit certificates;
 - Distribution of the EC Financial Analysis to project partners and collection of requested additional items for the EC from project partners;
 - Preparation of the bank transfers of the EC contribution/funding to project partners.

The budgeting, project acquisition and reporting services require a minimum effort of 2.0 employees.

5.1.2. Effort and Cooperation Partners at the University

The Financial Management team mainly cooperates with the three following University departments: Financial, Human Resources, and Projekt Service Büro

Estimation of effort	
Employees	3.0

5.2. Human Resources Management

The Human Resources Management is very important for the planning, realization and controlling of processes which provide the necessary human capital within any organization.

5.2.1. Main Tasks

The major tasks of the Human Resources Management of STI Innsbruck are:

- Maintenance of the personal information files and records on current contractual issues of the assigned personnel of the institute;
- File management of personal folders: collection of information of each employee such as personal data, CV, certificates, job description, holiday requests, record of meetings, reports of sickness, changes of address, status;
- Support in provision of existing and new working contracts and forwarding these data base with the "Personaldatenblatt" to the Human Resource department of the university;
- Informing the university of changes of any contract regarding salary, projects, working hours, duration, ect;
- Organisation of open position announcements in various newspapers or Internet platforms;
- Insertion of job ads to the STI Innsbruck web site;
- First contact point for job applicants. Keeping track of applications, schedule and announce interviews;
- Provision of service/advice to the staff of the institute, related to general Human Resources issues;
- Welcoming of new employees and providing administrative support to them:
- Support in visa issues;
 - Advice on finding accommodation in Innsbruck;
 - Provision of keycard, keys and inbox;
 - Taking photo and publishing it on the web site;
 - Provision of a seating plan, desk availability including door signs, telephone codes, technical equipment, etc.

- Handling of “Krankmeldung”, “Dienstantrittsmeldungen” and medical confirmations, provision of these confirmations to the Human Resource department of the university;
- Maintenance of man-month table;
- Coordination of holidays application procedure and remaining holidays of leaving employees;
- VIS-online (Verwaltungsinformationssystem online):
 - Job posting of positions funded by the university;
 - Entering holidays.

5.2.2. Effort and Cooperation Partners at the University

The Human Resources Management supports the coordination of the working contracts of the assigned personnel of the institute with the Human Resources department of the University of Innsbruck. Therefore there is a very close cooperation with this department in order to keep both sides informed and up to date of all future and current employments, with the changes in contract duration and projects. At least 0.5 person is needed in order to fulfill these tasks properly.

Estimation of effort	
Employees	0.5

5.3. Institute Management

The Institute Management takes care of the daily management of the institute in close collaboration with the directors and according to their decisions. The Institute Management provides support to the administrative tasks related to the teaching duties of the institute, inventory of items, library maintenance, university reporting, website control and event organization. The Institute Management is also in charge of keeping all related STI Innsbruck documentation, including the Management Plan and the Research Plan up-to-date.

5.3.1. Main Tasks

The major tasks of the Institute Management of STI Innsbruck are:

- Administration of the STI Innsbruck library in cooperation with the library of the university;
- Preparation of documents and documentation common to the daily activities of STI Innsbruck office environment;
- Management of all institute facilities (offices, provision of additional office space and equipment) and other physical assets;
- Updating of STI Innsbruck internal forms in the institute SharePoint;
- Ordering of consumer goods;
- Administration of office supply;
- File management;
- Reporting to the University of Innsbruck;
- Coordination for social gatherings and public events (monthly lunch, Xmas party, off-site, etc.);
- Event management (general assemblies, workshops, invited talks);
- Web site content management coordination and quality assurance;
- Informing institute employees of the availability of new updates to the management plan;
- Provision of administrative support concerning teaching issues;
- Update of management plan;

- VIS-online (Verwaltungsinformationssystem online):
 - “Forschungsleistungsdokumentation”;
 - Inventory of items;
 - Ordering goods and equipment;
 - Administration of courses and lectures (including exam booking and exam grades entering).

5.3.2. Effort and Cooperation Partners at the University

Because of this broad field of responsibilities the Institute Management has to cooperate and work together with nearly all partners at the University of Innsbruck (Financial Department, Human Resources, Prüfungsreferat). A proper fulfillment of all tasks of the Institute Management requires a minimum of 1.0 employees.

Estimation of effort	
Employees	1.0

5.4. Project Management

STI Innsbruck is currently involved in a number EU and Austrian funded projects (see A6.2 for more details). To ensure successful contribution to and efficient cooperation within this vast amount of projects, a well-organized project management is of vital importance.

For each project, an STI Innsbruck employee takes the role of a project leader. He is responsible for coordinating project research and management tasks within STI Innsbruck.

Project Management tasks are shared across the Project Manager, the Project Manager Assistant and the various project leaders. Project Management is part of SOS research unit.

5.4.1. Main Tasks

The major tasks of Project Management are:

- Providing project coordination for projects in which STI Innsbruck is coordinator;
- Providing administrative support upon request for senior scientists responsible of projects;
- Providing support for proposal management and funds acquisition.

The tasks are detailed in the following.

STI Innsbruck as Project Coordinator

The STI Innsbruck Project Manager is responsible for the communication with the EC on behalf of the project consortium. He/she must fulfill all reporting requirements elaborated by the EC, e.g. compiling and submitting management reports, deliverables, requests for amendments, legal issues to the PO and conducting any necessary follow-up action. The STI Innsbruck Project Manager must stay up-to-date with changing EC regulations and revised guidelines as well as with the work plan and the corresponding time schedule defined in the legal documents of the project (Description of Work and annexes). She/he must provide guidance to project partners upon request regarding EC regulations.

The STI Innsbruck Project Manager must create tools which allow for the monitoring of the progress of the project in terms of efforts of all partners of the project. He/she must

raise the attention of the consortium to any deviation from the work plan. The STI Innsbruck Project Manager is also responsible for creating and adhering to all measurements necessary to the project which will assure a smooth execution of the project, e.g. Quality Assurance Procedure, Risk Management Analysis.

The STI Innsbruck Project Manager is responsible for organizing and participating to consortium board meetings (f2f, telecon, videoconference, etc.), taking notes and providing the minutes to the appropriate partners. He/she is the administrator/moderator of project management mailing lists. He/she is also responsible for organizing and ensuring the smooth execution of (on site) General Assembly meetings as well as annual review meetings.

The STI Innsbruck Project Manager must closely collaborate with all partners and work packages which are involved in the administrative management of the project and fulfill all duties and responsibilities of the work packages he/she is member of.

STI Innsbruck as Project Partner

To projects of which STI Innsbruck is a partner management support is given upon request. The need for support might arise when project-specific administrative information is needed which the Project Manager Assistant has on file. During the execution of the project this might happen at the end of a reporting period when the scientific project responsible has to report to the project coordinator or during the review period when information for EC representatives and external reviewers is needed.

Proposal Management

The main tasks of the proposal management for future STI Innsbruck coordinated projects include, but are not limited to the following activities:

- Organization of preparation meetings, telephone conferences, etc;
- Setting up and moderating mailing lists for discussion between partners;
- Coordinating input from partners for the draft proposal;
- Registering EU proposals on EPSS ;
- Providing administrative information for the draft proposal (e.g., info for EPSS Grand Preparation Forms, CVs of key personnel, etc);
- Communication with support institutions (Project Service Büro);
- Coordinating receipt of legal documents from partners;
- Submission to receiving institution according to the deadlines;

- Communication with receiving institution, e.g. request for further information documents, and conducting any necessary follow-up action;
- Filing of all relevant documentation, e.g. signed originals, etc;
- Analysis and submission to the University Legal Department of the Consortium Agreement.

The main tasks of the Proposal Management for future projects in which STI Innsbruck acts as consortium partner include but are not limited to the following activities:

- Organization of preparation meetings, telephone conferences, etc;
- Providing administrative information for the draft proposal (e.g., info for EPSS Grand Preparation Forms, CVs of key personnel, input regarding management procedures, etc.);
- Providing all necessary legal documentation of STI Innsbruck to proposal coordinator;
- Filing of all relevant documentation, e.g. signed originals.

Such activities are under the responsibility of Project Manager Assistant.

Project Leader Management

Each project acquired by STI Innsbruck has a designated project leader. This is either the head of the unit in which the project is placed or any other scientist nominated by senior management. The project leader has to comply with all regulations/guidelines and fulfill all assigned scientific tasks as set forth by the coordinator of the project and the legally binding documents of the project.

The main tasks of a project responsible regarding work package/deliverable management (assuming WP leadership) include, but are not limited to the following activities:

- Comply with all project-specific regulations as set forth by the project coordinator, such as:
 - WP internal task/deliverable distribution;
 - WP internal effort distribution of all partners active in the WP per task/per deliverable;
 - Administrate/moderate WP internal mailing list.
- Report any deviation from WP planning to STI Innsbruck senior management.

Additionally, the project leader is in charge of STI Innsbruck internal project administration management.

It is the obligation of the STI Innsbruck Project Manager Assistant to frequently check whether the project leader fulfill their STI Innsbruck internal project administration management obligations.

5.4.2. Effort and Cooperation Partners at the University

The Project Management has the Projekt Service Büro as main cooperating partner at the university. The needed effort for administrative support of the coordinator projects of STI Innsbruck and for proposal management at STI Innsbruck justifies 1.5 employees. Tasks for project leaders are considered part of senior scientists and senior researchers' duties, hence these are not considered in the estimation.

Estimation of effort	
Persons	1.5

5.5. Secretarial Support

The secretaries assist the director of STI Innsbruck in a wide variety of tasks.

5.5.1. Main Tasks

The major tasks to support the Director of STI Innsbruck are:

- Handling daily tasks which are in support of the tasks of the director: phone calls, correspondence, arrangements, appointments, queries;
- Become and remain informed of all business appointments and meetings of the director so as to be able to be proactive in offering assistance;
- Screen correspondence, calls and appointments that do not necessarily need the immediate attention of the director;
- Communicate regularly (daily, if possible) with the director to give an updated status report;
- Complete travel planning and changing on short notice. Scheduling of the business trips of the director;
- Reporting of the expenses of the director;
- First contact point for business partners and other “customers”;
- Taking minutes of meetings for purposes of record keeping.

5.5.2. Effort and Cooperation Partners at the University

The secretaries of the director of the institute have to cooperate with all partners at the University of Innsbruck, such as Financial Department, Human Resources, Rektorat, Zentraler Informatik Dienst, and Projekt Service Büro. To enable high quality service and support two full time employees are needed.

Estimation of effort	
Employees	2.0

5.6. Technical Management

The motivation of the technical support team is to provide the technical infrastructure and support services which are needed to researchers, scientists and management team. The main tasks of the technical support team are grouped into three aspects which are described in the following.

5.6.1. Main Tasks

Client Support

- 1st and 2nd level support: operating systems WindowsXP, Windows2003 Server and Linux (Ubuntu, Debian, Fedora), Office2003, Office 2007, Adobe and Macromedia Products) for all employees of STI Innsbruck;
- Technical equipment for projects: e.g., install a physical or virtual server with the required software;
- Hardware and software support during conferences, meetings and workshops;
- Support for participants/visitors to use the Internet connection, beamers, video conference equipment;
- Technical services for international project groups. These services include: hosting web sites on the STI Innsbruck web server, hosting email lists, support video conferences between the STI Innsbruck groups, administration of the sti2.at and sti-innsbruck.at domains;
- Repair of broken hardware.

Infrastructure

- Planning, evaluating, testing and ordering new hardware and software products;
- Technical infrastructure (hardware and network) and software services for the STI Innsbruck group and to all STI Innsbruck projects;
- Maintenance of the technical equipment including STI Innsbruck servers, workstations, notebooks, network infrastructure (wireless LAN and cable connections), printers and the copy machine;
- Management, update, and administration of the STI Innsbruck infrastructure servers (MS-SQL Server, VMWare ESX servers, web server, SharePoint Portal 2003 server, Netscreen Firewall, ISA 2004 server, DHCP server, printer server,

RADIUS, WSUS, Domain controllers and Active Directory Management (user administration, password management);

- Security, Software and System updates on the clients and servers;
- Management of the backup services with the university backup system (Tivoli Backup Solution).

Administrative work

- Provision of necessary support regarding telephone, telephone codes, email addresses (STI Innsbruck mail address and university mail address);
- Budget planning for hardware and software products;
- Technical planning and support during conferences;
- Collaboration with external support companies in warranty cases (ACP, HP, etc).

5.6.2. Effort and Cooperation Partners at the University

ZID of the University of Innsbruck is the main cooperation partner of the STI Innsbruck IT team. For high quality IT support two full-time employees are necessary.

Estimation of effort	
Employees	2.0

5.7. Reporting

Reporting	
Area	Report to
Financial Management	Director
Human Resources Management	Director
Institute Management	Director
Project Management	Director
Secretarial Support	Director
Technical Support	Director

5.8. Summary of Efforts

Estimation of effort	
Area	Persons
Financial Management	3.0
Human Resources Management	0.5
Institute Management	1.0
Project Management	1.5
Secretarial Support	2.0
Technical Support	2.0
TOTAL	10.0

6. Guidelines and Workflows

In this section guidelines and workflows are provided.

6.1. Guidelines

To ensure appropriate work processes and prevent misunderstanding all STI Innsbruck employees should observe the guidelines.

6.1.1. STI Innsbruck Travel Guidelines and Rules

A separate document with travel guidelines and rules can be found on STI Innsbruck SharePoint.

6.1.1.1. Rules for Attending Meetings

Each single trip is subject to approval. As guidance for your decision making in the preparation of trips, please see the following directives:

- Traveling to necessary project meetings will be usually approved;
- Traveling to scientific workshops can be approved for one author (preferably the main author) of an accepted paper, if the workshop is of sufficient quality;
- Traveling to scientific conferences can be approved for one author (preferably the main author) of an accepted paper, if the conference is of sufficient quality;
- Each employee should ask to his/her Heads of Unit for guidance prior to submitting a paper;
- For the guidelines regarding the attendance of summer schools, please see Section 6.1.1.6;
- Traveling for any other business (e.g., visa-related travel) will be approved on case-to-case basis.

6.1.1.2. Meeting Application Form

For each trip which involves absence from Innsbruck every STI Innsbruck needs to fill in an eMAR and obtain the approval of the Head of Units prior to beginning the trip. The eMAR must include a proper estimate of the total costs caused by the trip.

The latest version of the eMAR is available on STI Innsbruck SharePoint.

Employee role	Responsible for approval
Unit Member	Heads of Unit
Head of Unit	Co-Head of Unit

6.1.1.3. Travel Costs

The cost of the travel should be kept within reasonable limits as elaborated below.

Mode of transportation. For trips within Austria, Switzerland, Germany and Northern Italy, a second class train ticket will usually be the appropriate means of transportation. Flights are appropriate if the cost incurred by taking the plane is lower than or close to the cost incurred when taking the train. If there is a party of two or more, using a private car at €0.42 per kilometer (official rate) might be cheaper. Parking tickets and motorway taxes are not refunded.

Traveling by plane. In cases where traveling by plane is regarded as appropriate, it is necessary to take proper action to keep the airfare at a minimum. As short-term bookings are in general more expensive than early bookings, tickets should be ordered at least four weeks in advance. Rare exceptions need a clear justification.

Departing from Innsbruck, Munich, or Salzburg should be taken into account.

Only economy class tickets or charter fares are acceptable.

Shuttle service to Munich airport. Senior researchers and scientists are allowed to use the exclusive service of Four Seasons on their own. The special offer for the exclusive service is €360, to obtain it you need to specify that you work for STI Innsbruck. The remaining STI Innsbruck staff may use this service only in groups of two or more. If the employee is traveling on his/her own, he/she should use train transportation or the comfort service of Four Seasons.

Local transportation. Local transportation costs will be reimbursed as long as they are reasonable. This means that whenever possible, public transportation should be used. Taxis will only be reimbursed when the use can be justified.

Cost of the accommodation. The cost of the accommodation should be reasonable (in general, under €80 per night, depending on the location).

Internet. If an Internet connection is strictly necessary and this necessity can be justified, the connection fee will be reimbursed.

Registration fees. The registration fees for conferences, workshops, tutorials and summer schools will be reimbursed if approved. For guidelines on attendance of workshops, conferences and summer schools, see Section 6.1.1.1.

Railway rebate card. The cost for railway rebate cards (Bahncard, Vorteils card, etc.) can be reimbursed if the employee can prove that the expenses have been justified by the cost saved for past official business trips. In other words, it is recommended that the employee buy such a rebate card that will be reimbursed once evidence that past savings have exceeded the cost of the card is provided.

The abovementioned costs are the only costs which are eligible for reimbursement. No other costs will be reimbursed, unless they can be demonstrated to be strictly necessary for the work of the employee.

Employees receive a daily allowance for the days of the business trip. The daily allowance is dictated by University regulations and its rate depends on the destination. The daily allowance should be seen as a compensation for the slightly higher costs of food and drinks when travelling. If breakfast, lunch, or dinner is included in either the accommodation or the fee for the event (e.g., conference fee), then the daily rate will be adjusted by the university administration,

For convenience and safety, it is recommended that employees buy an international travel health insurance. This costs about 20 EUR per year and provides a lot of benefits in case medical treatment abroad is needed. This expense can unfortunately not be reimbursed by STI Innsbruck.

6.1.1.4. Personal Benefit

All travel by any employees of STI Innsbruck on business must be for the benefit of STI Innsbruck and any personal benefit thereby accrued must be solely incidental to the official purpose of the travel. It is the obligation of both the individual employee who is travelling and his/her supervisors to ensure that all travels comply with this regulation. In

case the combination of business travel with private travel increases the travel costs, this increase is to be paid by the employee.

6.1.1.5. Travel Arrangements

The arrangements from STI Innsbruck to the location of a meeting (and back to STI Innsbruck) must be done by the employee. This includes the means of transport (plane, train, bus) as well as accommodation.

Employees are expected to exercise restraint in incurring travel expenses and are obliged to select the option that is most economical to STI Innsbruck.

6.1.1.6. Summer Schools

STI Innsbruck recommends and encourages the attendance of summer schools by scientists and researchers.

The general regulation is as follows:

- STI Innsbruck offers the opportunity by supporting ONE summer school per student during PhD studies. This includes: travel, accommodation and registration fees;
- STI Innsbruck will not provide a daily allowance for the attendance of a summer school. A daily allowance will only be provided on the travel days;
- Researchers and scientists are encouraged to apply for external funding by applying for grants, etc. The Austrian Computer Society (OCG), the Austrian Society for Artificial Intelligence (OEGAI), and often the organizers of summer schools either partly refund expenses for a summer school or give full grants;
- Researchers and scientists that manage to externally fund their attendance to summer schools are allowed to attend additional summer schools;
- Any further attendances of summer schools is allowed of course if the employee takes vacation for it, but STI Innsbruck will not cover the costs;
- Researchers and scientists are expected to present poster or short papers in the summer school if there is the possibility;
- After attendance of a summer school, the course material or a copy of it has to be made available in printed form in the library;
- The employee has to provide a report and short presentation in the course of the research seminar after attendance highlighting the pearls of the summer school.

6.1.2. Invited Talks

Invited talks are events organized in order to promote circulation of research results inside STI Innsbruck and to create and reinforce research partnerships. Occasionally invited talks have the scope of evaluating researchers applying for a position at STI Innsbruck.

The participation of STI Innsbruck researchers/scientists to invited talks is considered part of the employee tasks. Every employee is requested to attend invited talks with the following exceptions:

- The researcher/scientist is excused if he/she is on approved travelling;
- The researcher/scientist is excused if he/she is on approved holidays;
- The researcher/scientist is sick;
- The researcher/scientist has an acceptance notification for an exception from the Head of Units/Director.

6.1.3. Appraisal Interview

The appraisal interview is held once a year in order to discuss and improve the working environment of the respective STI Innsbruck employee. It is important that appraisal interview takes in consideration the talents and the needs of each employee in order to improve his/her personal development within STI Innsbruck. It includes:

- Discussion of past year (tasks, working conditions and cooperation);
- Clarification of misunderstandings and solution of occurred problems;
- Critique and appreciation skillfully;
- Decision of steps for advancement and further education;
- Identification of long term goals and major tasks for the future.

In order to have a successful appraisal interview both parties have to be prepared. It always concerns the STI Innsbruck employee and the direct supervisor.

Employee role	Responsible for approval
Unit Member	Heads of Unit
Head of Unit	Co-Head of Unit

6.1.4. Meeting PhD - Supervisor

Every other 4 weeks there must be a meeting between the PhD and his/her supervisor regarding the PhD work. Twice a year the supervisor should provide a report of the PhD student progress to the Director.

6.1.5. Absence Due to Illness

If the employee is prevented from performing his/her work due to illness or misadventure or other important reasons concerning his person, he/she is obliged to immediately notify the Human Resources Management team by sending the notifying email to: hr@sti2.at

If an incapacity for work caused by illness or misadventure lasts three days or more, the employee has to immediately submit a doctor's certification to the employer. The certification has to be issued by a doctor who is under contract by one of the public health insurance systems and it has to state duration of the incapacity for work. The employer has the right to ask for such a certification after less than three days and also to demand another recent certification after an appropriate period of time.

The Human Resources Management team is responsible to forward this "Krankmeldung" to the Human Resources Department of the University (i.e., Personalabteilung). The Human Resources Management team fills the two specified forms and sends them to the university department. The sickness certificate from the doctor has to be attached.

6.1.6. Employee Obligations

All STI Innsbruck employees involved in research activities must read the "Zen and the Art of Motorcycle Maintenance: An Inquiry into Values" and, in case they did not attend any logics course in their studies, they must attend one of the logics course offered by the University of Innsbruck.

6.1.7. Presence Rules

6.1.7.1. General Rules

The following rules and guidelines apply to all STI Innsbruck scientific personnel:

- Core office hours¹ for all standard employees (28-40 contractual hours): 11:00 to 15:00;

¹ "Core hours" define those hours of each work day during which you are **required** to be present in the office. The core hours for STI Innsbruck scientific personnel are defined from 11:00 to 15:00 and hence you are **obliged** to be present in the office during these times. "Core hours" may not be interpreted as the **only** times during which you are requested to be in the office.

- Core office hours for all part-time employees (less than 28 contractual hours): employee must be present during at least 2 core hours of the working day;
- Employee must inform the Human Resources Management team if unable to be in the office during core hours (hr@sti2.at) and their Heads of Unit;
- Absence is justified only in case of:
 - Approved eMAR;
 - Approved Holiday application;
 - Approved working for home;
 - Sick leave notice.

6.1.7.2. Specific Rules

The following additional rules and guidelines only apply to specific groups of STI Innsbruck personnel.

Student scientists

- Student scientists must agree on their office presence times on a semester basis with their Heads of Unit who in turn should communicate the reached agreement to the Human Resources Management team.

Senior Scientists and Researchers

With approval from Head of Unit or Co-Head of Unit, senior personnel may work from home for a modest and sensible amount of time.

- The following must be ensured during absence from office:
 - Consistent PhD supervision, unit leadership, project management;
 - Participation in on-site meetings (pre- or ad-hoc-scheduled).
- When working from home, senior personnel must be reachable by phone/email/Skype;
- Senior personnel must inform Human Resources team of their absence from the office by sending an email to the following mailing list hr@sti2.at.

The times before (from 07:00 to 11:00) and after (16:00 to 18:00) the core hours may be called “flexible hours” and they define those hours during which you may choose your times of arrival to and departure from the work site consistent with the duties and requirements of the position. However, you **should** be present onsite from 10:00 to 16:00 unless there are comprehensible reasons for deviation.

Non-scientific Employees

- All non-scientific employees have to record their presence in the office using a time-tracking chip.
- Full-time employees have the following core hours:
 - Mo – Fr: 09:00 – 12:00
 - Mo – Thur: 13:30 – 15:00
- Part-time employees have fixed working hours, on which they agree on with their Head of Unit. This information has to be forwarded to the University of Innsbruck.

6.1.8. Timesheets

An effective time-recording system (a system which certifies the reality of the hours worked) is a requisite from the EC for the eligibility of the costs STI Innsbruck is declaring in its costs statements. It is also a fundamental tool for budgeting and reporting. STI Innsbruck employees have to record their time on a daily basis using the STI Innsbruck timesheet template. Only the costs of the actual hours worked by the persons directly carrying out work under the project may be charged. Working time to be charged must be recorded throughout the duration of the project.

The STI Innsbruck template covers only the contractual working hours. In case the amount of hours spent in project tasks exceeds the contract hours, exceeding hours can be reported in a separate template.

Working time is the total number of hours worked, excluding holidays, personal time, sick leave, or other allowances. That is to say that if a full-time employee with a 40 hours/week contract is not absent because of vacation, public holidays or illness reasons, his/her timesheet must charge 40 hours/week.

Absences such as, vacation, public holidays and illness days cannot be reported as project working hours. The timesheet template provides a separate section for the reporting of those days.

Employees do NOT need to reach the weekly average total of 40 hours, if he/she was absent because of vacation, public holidays or illness reasons. This hourly shortage is foreseen in every Austrian employment contract by law. Employees do not have to recover that shortage.

If an employee works on several projects during the same period, his/her timesheet should enable reconciliation of total hours to be charged to each project.

If an employment contract foresees the contribution to several projects with an explicit percentage breakdown, the working hours reported on the timesheet must follow that same percentage distribution.

Travelling days related to the project can only be charged with an 8 hours average/day.

6.1.9. Bonus Payments

The bonus payment program of STI Innsbruck serves as a symbol of appreciation and acknowledgement to all employees. Its goal is to motivate and to remunerate employees for their above-average performance and/or special working performance.

It is the responsibility of the director of STI Innsbruck to distribute bonus payments fairly, honestly as well as with the necessary sensitivity.

Application area

These guidelines apply to all full-time and part-time employees of STI Innsbruck (Annex 1: Employee classification at STI Innsbruck), and to all projects (EU and non-EU projects, national and international).

Objectives

- Bonus payments are voluntary payments, which can be aligned anytime during the year, and therefore do not constitute an entitlement for the future.
- Bonus payments reward commitments which exceed the average quality or amount of any employee.
- Official Funding-Agencies Objectives:
 - deadlines given by the funding-agency (EC, FFG,...)
- STI Innsbruck Objectives:
 - Internal deadlines
 - Individual Objectives set in the appraisal interview, held with each employee once a year

Remuneration criteria

Bonus payments award the following:

- Performance quality:
 - Providing an additional, extraordinary performance which exceeds expectations to a large extent.

- Introduction of an extraordinary, particularly innovative idea and the realization of such an idea affect itself positively.
- Performance quantity:
 - Above-average effort, which contributes to a, under normal conditions not attainable, timely fulfillment of a very important goal.
 - Special services, which exceed the fulfillment of the agreed objectives to a significant extent.
- Performance attitude:
 - Exceptionally dedicated, integrated acting with visible positive impact.
 - Permanent work under special conditions.
- Special Bonus Payments:
 - Long-term work employment with STI Innsbruck.

Amount

The amount of each bonus payment ranges within the budget of the project which is used for payout.

Bonus payments can be paid several times per year and are a part of the employee's monthly gross salary.

- Continuous employment of 5 years: 100% of the monthly gross salary
- Low additional performance: 10% - 50% of the monthly gross salary
- Middle additional performance: 50% - 75% of the monthly gross salary
- Upper additional performance: 75% - 150% of the monthly gross salary

6.2. Workflows

The following workflows make the work process within STI Innsbruck more transparent to its employees.

6.2.1. Hiring Process

The hiring process at STI Innsbruck is:

1. The incoming applications to hr@sti2.at are collected by the Human Resource Management team that passes them to Dr. Anna Fensel for a first filtering;
2. The SEE Co-Head of Unit forwards them to the proper Heads of Unit;

3. The respective Heads of Unit have a telephone interview with the candidate and evaluates the applicant;
4. If the evaluation was positive, the Heads of Unit give an introduction of the applicant to the Director;
5. If the Director decides in favor for the candidate, he/she will be invited to the institute where he/she gives a talk followed by a face to face interview with the Director /Heads of Unit;
6. The Director decides whether to hire or dismiss the applicant.

6.2.2. Contract of Employment

Before any new contract of employment or any contract extension is made the Director of the institute has to be informed through a contract information sheet.

The sheet is filled in by the Human Resources Management team and contains the name of the new employee, as well as a short justification why this person should be hired, respectively why this contract should be extended. Furthermore, the name of the unit, in which this employee will work, needs to be mentioned. This sheet has to be signed by the Heads of Unit (as the salary is paid by a unit budget) and the Director of the institute (acknowledging and approving the employment).

6.2.3. Employee Project Reassignment Process

Every time Heads of Unit express the need to reassign an employee from a project to another, a meeting is required to discuss and decide about the reassignment. The meeting should involve:

- A representative from Finance Management team;
- A representative from Human Resources Management team;
- Heads of Unit of the reassigned person.

The output of the meeting is a written document signed by all the three parties that contains the final agreed decision about the reassignment. The document is archived by the Human Resource Management team.

6.2.4. Holiday Application

The STI Innsbruck employees willing to apply for holidays must send an email to his/her supervisors with the subject: "Request: Applicant's Name" and cc: holiday@sti2.at.

The email should contain the following information:

- Start and end date of holiday;
- Deputy;
- Remaining holidays (based on the info available through the VIS-online university system).

Heads of Unit have to check, whether holidays will be possible on the requested dates. In case of approval, Heads of Unit will return the email with the subject: "APPROVAL: Applicant's Name" to the applicant and cc: holiday@sti2.at.

In case of rejection, Heads of Unit will return the email with the subject: "REJECTED: Applicant's Name" to the applicant and cc: holiday@sti2.at.

The Human Resources Management team keeps the records of holidays and enters them into the university system on the regular basis. The procedure has to be handed in at least 6 days before the start of the holidays.

Employee role	Responsible for approval
Unit Member	Heads of Unit
Head of Unit	Co-Head of Unit

6.2.5. Cost Order Approval

For all general expenses which incur a Cost Order Approval Form (COA) has to be filled in and approved before the expenses are made. General expenses are, for example, books or technical equipment. The list of approved cost descriptions is reported in Appendix 12. In the form the name of applicant, the description of the item(s) which is (are) going to be ordered and the expected costs have to be filled in. For the approval, the entire Excel file needs to be sent to the supervisor with the subject: "REQUEST: Name – Item" and in cc: coa@sti2.at. In case the item is not paid by the unit of the applicant, Heads of Unit, the Director or his representative (in case of institute's budget) has to co-approve the COA. Head of Units will check the costs, the need to purchase the item, select a paying project and approve/reject the COA application. In case of approval, they will return the entire work book to the applicant and to coa@sti2.at with the subject: "APPROVAL – Name – Item". In case of rejection, they will reply to the applicant and to coa@sti2.at with the subject: "REJECTED – Name – Item".

The same procedure has to be applied to purchase books. In this case the approved COA has to be provided to the Institute Management team (admins@sti2.at) that will take care of ordering and registering the book in the library. Once registered the book is first available to the person who submitted the COA. For costs over 999,99 euro employee are required to follow regulations provided in Appendix 11.

Institute Management and Human Resource Management are authorized to sign the following Refunds paid out of: STI Overhead; Projektgelder and Kostenstelle: A1/A3 - up to incl. EUR 100. Heads of Unit of CMU are authorized to sign all Refunds paid out of A1 and A3 Kostenstelle (no COA needed). As long as there is no Co-Head of Unit, the Director of the Institute will approve these COA. Only the Director can approve COA which costs are over STI Overhead over Projektgelder and estimated cost is above 100 euro.

Employee role	Responsible for approval
Unit Member	Heads of Unit
Head of Unit	Co-Head of Unit

6.2.6. Refund of Expenses

The Refund of Expenses form (ROE) has to be filled in if a STI Innsbruck employee wants general costs to be refunded. The original bills have to be glued on a sheet of paper and deposited in the specified box together with the approved Cost Order Approval form (COA) and the Refund of Expenses form (ROE). All Heads of Unit need to sign for their specific Project related costs in case of cost exceeding of more than 10% compared to the approved amount in the COA. Only the Director can approve refunds which costs are over STI Overhead over Projektgelder and cost is above 100 euro.

6.2.7. Meeting Application

For each trip which involves absence from Innsbruck as part of the employment, a Meeting Application Form (eMAR) needs to be filled by the applicant. The Excel Application Form has to be saved with the travel ID as Filename. For the approval, the filled DataEntry of eMAR file needs to be sent by email prior to the beginning of the trip to the supervisor with the subject: "REQUEST: Name of the employee - Date of travel (YYYY-MM-DD)" and in cc: emar@sti2.at. In case the trip is not paid by the unit, the

other Heads of Unit, the Director or his representative (in case of institute's budget) has to co-approve the eMAR.

The eMAR must include a proper estimate of the total costs caused by this trip. The trip has to be planned as early as possible in order to reduce air fares and allow for time to process the form. In case the exact cost of the flight or the accommodation is not yet known, an estimation is sufficient.

The meeting application form has the purpose to ensure that the Human Resources Management is aware of the absence and to ensure that Head of Units check for the necessity and appropriateness of the travel and its costs. The Heads of Unit will check the STI Innsbruck travel guidelines, select a paying project and approve/reject travel application. In case of approval, she/he will return the entire work book to you and to emar@sti2.at with the Subject: "APPROVAL: Name - Date of travel". In case of rejection, she/he will reply to you and to emar@sti2.at with the Subject: "REJECTED: Name - Date of travel".

If the trip should be paid out of a project managed by a different unit or from the institute's budget, Heads of Unit should forward the eMAR for a second approval to the responsible Heads of Unit.

Employee role	Responsible for approval
Unit Member	Heads of Unit
Head of Unit	Co-Head of Unit

6.2.8. Travel Refund

To receive the refund of the expenses incurred in connection with business travels, the applicant needs to fill out the Travel Refund part of eMAR workbook and send the entire eMAR to emar@sti2.at with the subject: "REFUND: Name of the applicant - Date of travel (YYYY-MM-DD)"

The printed version, including the "Calculation Table", needs to be submitted together with the travel original receipts into the Travel Refund inbox. If necessary credit card statements and justifications for taxis have to be submitted as well.

Once the travel applicant has submitted the refund documents, this information is typed in to the VIS Online system by the management team. The VIS Online system generates a second refund form, which needs to be signed by the travel applicant prior to being sent to the HR department of the university. Unsigned forms, or forms accompanied by confirmation emails sent by the applicant, are not accepted by the university administration.

The Travel Refund form and the receipts are checked by the Financial Management and, if accepted, the refund is next processed by the Financial Officer and the University. If not accepted, the refund is returned to the applicant's inbox.

To avoid unnecessary delays in the process travel applicants are informed by the management team once the VIS Online refund forms are ready to be signed.

All Heads of Unit need to sign for their travel refund in case of cost exceeding of more than 10% compared to the approved amount in the eMAR.

6.2.9. Collection of Timesheets

Every STI Innsbruck employee must fill out timesheets on a daily basis. At the end of the month, he/she prints, dates, signs and hands the timesheet to his/her Heads of Unit or superior for authorization. Every three months the Head of Unit checks the correctness of collected timesheets with respect to amount of weekly hours and accounting projects. Once approved, the Heads of Unit dates, signs and hands over the timesheets to the Finance Management team. Finally, the Finance Management team checks for accordance with project reporting. In case of incorrectness, the timesheet is returned to the employee and the workflow restarts.

6.2.10. Generation of the Monthly Budget Summary Reports

The monthly Budget Summary reports are generated in an Excel format file in which the monthly figures are typed in manually and are issued from individual project costs monthly tables. The workflow is detailed as follows:

1. The university Financial Management department ('Finanzabteilung') provides STI Innsbruck Financial Management department with the monthly list of salaries.

- STI Innsbruck Financial Management filters/sorts the list by employee and project. This monthly personnel costs list is then added to the other monthly costs, like travel, durable equipment, consumables, etc. This monthly costs list is the basis of the Budget Summary Report.
2. The Excel monthly cost list is sorted by project / cost category / activity and is then used to generate the individual project costs monthly tables. The project costs monthly tables give an overview of the costs incurred in each project on a monthly basis and provide accumulative cost figures since the start of the project. Each cost shows:
 - Gross amount;
 - VAT amount: AT VAT incurred in Austria and other VAT incurred abroad;
 - Net amount.
 3. The accumulative figures of the project costs monthly tables are keyed in the Monthly Budget Summary Report. The Monthly Budget Summary Report includes 5 main Excel worksheets:
 - Monthly project accumulative figures sheet (1);
 - Cash flow sheet (2);
 - Incoming payments sheet (3);
 - Annual budget sheet (4);
 - 5-years budget / costs overview sheet (5).

The monthly project figures are keyed in sheets (1) and (4). The budget/costs overview sheet (5) is linked and takes over the figures from the annual budget sheet (4) automatically.

4. All incoming payments from funding institutions (EU, FFG) are keyed in the incoming payments sheet (3). The cash flow sheet (2) is linked and takes over the figures from the incoming payment sheet (3).
5. An electronic version of the Monthly Budget Summary Report is emailed to the Institute Director for their review and budget decisions
6. The Institute Director communicates the budget/costs changes to the Financial Officer in a monthly financial meeting.

6.2.11. Invited Talks Organization

To organize an invited talk each unit member needs the approval of his/her Head of Unit and of the Director, including estimation of the foreseen expenses. An outline of the talk

has to be sent by email to the Heads of Unit, including: profile of the guest, title of the talk, abstract, motivation for the talk.

The Heads of Unit evaluate the talk proposal and decide to approve or reject it. In case she/he accepts it, she/he forwards the talk proposal to the Director who takes the final decision on the organization of the talk.

The Heads of Unit or the inviting unit member are the official host of the invited speaker. He/she organizes the talk considering his/her own availability and ensuring that the date selected allows most of STI Innsbruck researchers/scientists to participate.

The presence of the host during the invited talk is compulsory, if the host cannot be present during the invited talk, the talk cannot be organized. The host acts as chair during the invited talk, taking care that everything is settled for the presentation and introducing the talk to the audience. The host takes care of the guest and supports him/her during his/her stay at STI Innsbruck.

Once obtained the approval of the Director, the host has to inform by email the Institute Management team. They organize the reservation for the room for the talk and inform all the STI Innsbruck employees regarding the date/time/abstract/information about the speaker.

6.2.12. STI Innsbruck Library

The STI Innsbruck Library contains books, journals and proceedings that can be borrowed by STI Innsbruck employees. The Library is managed by the STI Innsbruck Library System.

The system is managed by one or more administrators who add and change publications to/in the library database. Each STI Innsbruck employee is a user in the library system and can use it to search for books, borrow them and return them.

By default a publication can be checked out for 28 days. After this period a reminder email is sent to the user. This default behavior can be changed by the administrator of the system.

The process of checking out a library book at STI Innsbruck is:

1. The user searches for a publication in one of two search modes: a simple search or an (advanced) expert search;

2. By clicking on an item in the list of search results, the user receives detailed information about the item;
 - If the publication is available in the library, it can be borrowed from this mask; After having borrowed the book in the system, the user can check it out from the library;
 - If the publication is not available in the library, the user sees who has currently borrowed the book, and when it is due to be returned.
3. After 28 days (this time span can be extended upon user request) the user receives an email that reminds him/her to return the book to the library;
4. When the user returns a book to the library, he/she needs to afterwards return it in the library system.

6.2.13. Welcome Procedure

The Institute Management, the Human Resources and the Heads of Unit of the receiving research unit are in charge for the welcome procedure. The Institute Management and Human Resource Management team are responsible to provide administrative and informative support to the newcomers, before their arrival and at their arrival. In particular:

- Preparation of any required document (e.g., invitation letters, documents for visa requests);
- Assistance in finding an accommodation by providing adequate contacts;
- Assistance to open a bank account;
- Assignment to him/her of a desk;
- Assistance for Austrian permits;
- Provision to the new comer of the Management Plan and the Research Plan;
- Presentation to him/her of the STI Innsbruck organization chart and procedures;
- Organization of a meeting of the new comers with the Heads of Unit or Director;
- Organization of a welcoming event, to allow the new comer to friendly familiarize with the other employees of STI Innsbruck;
- Contacting the Technical Management team for:
 - Providing work instruments;
 - Registration in the STI Innsbruck domain to access secured resources;

- Providing him/her a typo3 account for managing STI Innsbruck web site pages.

Heads of Unit are responsible to welcome the new employee within his/her research unit. In particular:

- Explaining him/her the unit organization and objectives;
- Discussing with him about his/her tasks within the research unit;
- Providing him a “buddy” responsible to take care of him/her for the first period of his/her stay in order to ensure that he/she feels comfortable of the work and in general in Innsbruck;
- Organizing a research unit welcoming event to give the chance to the new comer to socialize with all the unit members;
- Ensuring that new comer does the task assigned to him/her.

6.2.14. Web Site and Update Review Process

The Institute Management coordinates the quality assurance of the STI Innsbruck web site to ensure that the web site is functional and the content is up-to-date. Each section of the STI Innsbruck is assigned an STI Innsbruck employee, who is in charge of reviewing the content of the section on a regular basis. The assignments for all STI Innsbruck web site sections are available in Appendix 4. The Institute Management verifies that each caretaker is aware and fulfills his/her duties, and provides supervision and support upon request.

The quality assurance is held on a monthly basis. The output of the web site review is a document structured according to the web site sections. The document reports flows spotted and solutions implemented. Once completed (before the end of the month), the document is submitted for discussion and approval to the Institute Director. Once the suggested solutions are approved, the document is forwarded to the caretakers of the sections. Technical flows are reported to the Web master of STI Innsbruck, while content-related ones are fixed by the person in charge as defined in APPENDIX 5.

General Guidelines

1. The text of the sections should be in English unless requested otherwise. Before publishing a text it is recommended to perform spell checking.

2. For the "Partners" section: the length of each partner description should be between 300-1000 words, logo and web site are required, no bullets should be used.
3. For the "Project" page: the length of the project descriptions should be between 1000-2000 words, logo and web site are required, no bullets should be used.
4. For the "Event" page, every 20th of the month, the person responsible for event section sends an email to the sti-all mailing list, asking researchers to update the events listed in <http://www.sti-innsbruck.at/research/events/> by the end of the month. Information required includes: title, date, description, location, web site, and image.

Review Workflow

1. On the 25th of the month the Institute Management sends out an email asking to the caretakers to make a check of the content of the section for which they are responsible.
2. The Institute Management runs link tests to ensure that there are no severe problems in the structure of the web site. Broken links are reported to the caretakers in charge.
3. The person responsible performs spell checking (a dedicated tool will be installed on their browser) and general content check within 5 days. For his/her sections he/she updates the Web Site Review document inserting problem and action taken (or to be taken). In case the review leads to request for updates to people not responsible for the pages, the update workflow has to be followed.
4. The Institute Management reviews the document, checks that the changes were implemented adequately and proceeds to complete the review document.
5. At the beginning of the next month, the review document is delivered to the Institute Director.
6. Upon approval by the directors, the Institute Management ensures that the correct actions are taken.

6.2.15. Technical Report Review Process

Responsible for the review process for STI Innsbruck internal technical reports (TR) is the Head of Unit. The objective of the review process is to assess the quality of the

published material in order to maintain a high profile in the scientific achievements of STI Innsbruck.

1. When a STI Innsbruck employee prepares a new technical report, first he has to send an abstract to the Head of Unit. The Head of Unit evaluates the appropriateness of the abstract in term of STI Innsbruck's objectives and possible impacts on the current state-of-the-art.
2. If the Head of Unit approves the abstract, the author can proceed with the preparation of the deliverable.
3. When the TR is completed, the author submits it to the Head of Unit, who performs a first evaluation of the quality of the technical report. If this initial evaluation is positive, the Head of Unit nominates 2 reviewers with expertise on the area of the TR.
4. Reviewers complete the evaluation of the submitted TR according to the review template and decide whether the TR is compliant with quality requirements of STI Innsbruck. In case not, the TR is definitively refused, the author cannot resubmit it before than 6 months and changing it in more than 60% of its content.
5. In case the TR is approved, the author should apply the changes requested by the reviewers.
6. Reviewers and Head of Unit give the final approval to the TR ensuring that changes requested have been applied.
7. Extended versions of publication accepted in high-profile international conferences (WWW, ISWC, ESWC) and journals (ACM and IEEE Transactions) can be automatically approved as TR.

Templates for the TR and for the review are available at the STI Innsbruck SharePoint.

Appendix 1. Authoritative Responsibility

§ 27. Authoritative Responsibility

Paragraph 1, Paragraph 2, Paragraph 3, Paragraph 4, Paragraph 5,

(1) Every Director of an organization is authorized - in the name of the University, and associated with the University - to the following duties and responsibilities:

1. Gratuitous acquirement in accord to legal public rights.
2. Reception of promotions from other legal entities.
3. Establishment of contracts pertaining to the completion of scientific or artistic work, as well as other relevant investigations or discoveries, as long as they contribute to scientific research (i.e. the development and establishment of the particular art or scientific field).
4. Accomplishment of nationally authorized technical and consultant tests and activities, as long as the University recognizes the national authorization organization and/or title.
5. The acquisition of fortunes and rights, which are acquired via legal transactions in accordance with Sections 1-4, and fulfill the overall goals and purposes of the organization.

If these authorizations are abused, they can be revoked by the Rectorate.

(2) Everyone affiliated with the University (including those contracted in accordance with Paragraph 1 Z 3) and entrusted with responsibility (project chief or project manager) has to be authorized to conduct the necessary legal and financial transactions in the context of the budget from the present contract. These authorizations are to be disclosed in the declaration of the University.

(3) Reimbursement of University personnel and materials required by third parties (Paragraph 1 Z 3, and 4) is to be carried out to the university. The Rectorate will decide how these reimbursements will take place.

(4) Those receiving official third-party funds, due to of activities compliant with Paragraph 1, are, if no purposeful dedication is declared, to use said funds for purposes of the organization of the University the authorized employee is assigned to. The fulfillment of obligations of the University, as defined as legal transactions in accordance with

Paragraph 1, is the primary means to be consulted. These obligations serve in fundamental defining the dedicated purpose of the concerned organization.

(5) In accordance with Paragraph 1, entitled, or in accordance with Paragraph 2, authorized University employees have informed the Rectorate about the execution of any legal transactions realized by them.

Appendix 2. Institute Advisory Council

§ 11. (1) The Director of the institute can in a similar way - as in case of the election of faculty councils (§ 10) – setup an Institute Advisory Council with the size, composition and term of office mentioned in §10. The purpose of the Institute Advisory Council is to advise the Director of the institute. Additionally, the Director is obliged to call the Institute Advisory Council regularly (at least once in each term) into consultations. If there is only one University professor employed in the institute, each group listed in § 10 exp. 1 is represented by one employee in the Institute Advisory Council; the University professor disposes of two votes.

(2) If there is no Institute Advisory Council established these tasks are administered by the Institute Assembly. The Institute Assembly consists of all the employees of the institute (with exception of the Director); The Students Union of the University Innsbruck may delegate representatives to the Institute Assembly (according to the regulations of the Students Union law 1998) from at least one representative up to a third of the number of the institute scientific personnel (§ 94 exp. 2 UG 2002). If there is no elected chairman the Institute Assembly is called and lead by the senior University professor. If there is no University professor in the Institute Assembly this task is due to the senior scientific staff member.

(3) The Director of the institute cannot be a employee of the Institute Advisory Council or the Institute Assembly.

Appendix 3. Steering Committee, Working Groups and Units Composition

A3.1 Steering Committee

Member	Role
Dieter Fensel	Director (Chair)
Elena Simperl	Senior Researcher
Katharina Siorpaes	Senior Researcher
Anna Fensel	Senior Researcher
Reto Krummenacher	Senior Researcher
Ioan Toma	Senior Researcher
Sung-Kook Han	Professor
Davide Cerri	Invited Member
Srdjan Komazec	Invited Member
Alice Carpentier	Invited Member

A3.2 Working Groups

Working Group	Web site	Working Group Participant (Leader)
Conceptual Models for Services (CMS)	http://cms-wg.sti2.org/home/	Srdjan Komazec (L)
Semantic Execution Environment (OASIS SEE)	oasis-open.org/committees/tc_home.php?wg_abb=rev=semantic-ex	Davide Cerri (L)
Semantic Data Management (SemData)	http://semdata.org/	Reto Krummenacher (L)
Semantic Technologies Manifesto (SeTeMa)	http://www.setema.org/	Emilia Cimpian (L)

A3.3 Research Units

Research Unit	Leader	Web site
Intelligent Reasoning for Integrated Systems (IRIS)	Reto Krummenacher Ioan Toma	http://iris.deri.at/
Semantic Execution Environment (SEE)	Davide Cerri Anna Fensel	http://see.sti-innsbruck.at/
Science of Semantics (SOS)	Katharina Siorpaes Han Sung-Kook	http://sos.sti-innsbruck.at/

A3.4 Teaching Unit

Person	University Position	Role
Katharina Siorpaes	K1	Chair Undergraduate Studies Supervisor
Dieter Fensel	Professor	Teaching member
Anna Fensel	K1	Teaching member
-	K2	Teaching member
Srdjan Komazec	K2	Teaching member
Reto Krummenacher	-	Teaching member
Ioan Toma	-	Teaching member
Daniel Winkler	K2	Teaching member

A3.5 Teaching Responsibilities (2010/2011)

Person	Course
Dieter Fensel	Bachelorseminar Seminar mit Bachelorarbeit Semantic Web Semantic Web Services Masterseminar PhD Seminar Seminar 1 Seminar 2
Anna Fensel	Intelligent System Semantic Web
Katharina Siorpaes	Einführung in die Modellierung Einführung in der Modellierung Exercise Applied Ontology Engineering
Srdjan Komazec	Web Services Web Engineering Semantic Web Services Exercise
Daniel Winkler	Intelligent System Exercise Semantic Web Services Exercise

Appendix 4. Web Site Responsibilities

Web Page	Responsible
Home	Dieter Fensel
About	Dieter Fensel
About/Team	Birgit Leiter
About/Team/Archive	Dieter Fensel
About/Cooperation Partners	Alice Carpentier
About/Cooperation Partners/all pages	Alice Carpentier
About/Sponsors	Alice Carpentier
About/Contact	Birgit Leiter
About/Contact/all pages	Birgit Leiter
About/Jobs	Birgit Leiter
About/Information for Incomings	Birgit Leiter
Research	Dieter Fensel
Research/Research Units	Anna Fensel
Research/Research Units/Archive	Anna Fensel
Research/Projects	Alice Carpentier
Research/Projects/Archive	Alice Carpentier
Research/Working Groups	Reto Krummenacher
Research/Working Groups/Archive	Reto Krummenacher
Research/Events	Alina Hoffman
Research/Events/Archive	Alina Hoffman
Teaching	Katharina Siorpaes
Teaching/Curriculum	Katharina Siorpaes
Teaching/Curriculum/Intelligent Systems	Anna Fensel
Teaching/Curriculum/Bachelor Seminar	Ruzica Piskac
Teaching/Curriculum/Seminar with Bachelor Thesis	Srdjan Komazec
Teaching/Curriculum/Semantic Web	Anna Fensel
Teaching/Curriculum/Semantic Web Services	Ioan Toma
Teaching/Curriculum/Web Engineering	Srdjan Komazec
Teaching/Curriculum/Master Seminar	Federico M. Facca
Teaching/Curriculum/Introduction to	Katharina Siorpaes

Modelling	
Teaching/Courses	Katharina Siorpaes
Teaching/Courses/SS2010	Federico M. Facca
Results	Dieter Fensel
Results/Movies	Carmen Brenner
Results/Publications	Manuela Resch
Results/Publications/all pages except Deliverables	Manuela Resch
Results/Tools	Davide Cerri
Results/Tools/all pages	Davide Cerri
Results/Press	Carmen Brenner
Results/Press/ all subpages	Carmen Brenner
Results/SpinOff	Kaharina Siorpaes

Appendix 5. Financial Management Tasks

Tasks	Responsible
Bookkeeping	Responsible: Franziska Jope Sonja Pesjak Deputy: Birgit Leiter
Processing and keeping records of invoices	
Writing invoices to external companies	
Administration of petty cash	
Keeping track of VIS-online payments and aligning information with STI Innsbruck records	
Handling of incoming payment reminders	
Collecting of signatures and funding sources information (project name, project costs category)	
Reconciliation of STI Innsbruck costs records with the university central SAP system	
Calculation and deduction of VAT non-eligible to the EC	
Budgeting/Controlling	
Provision of the monthly internal budget report Monthly Budget Summary to the directors	
Provision of the monthly cash flow report to the directors	
Provision of the annual costs projection vs. budget report to the directors on a monthly basis	
Provision of a 5-years budget overview report to the directors	
Provision of monthly internal budget reports to STI Innsbruck Head of Units	
Implementation of the Institute Director budget decisions regarding resources allocation to projects, coordinating changes with the Human Resources Department.	
Implementation of the Head of Units budget decisions regarding resources allocation to projects, coordinating changes with the Human Resources Department	

Project Acquisition support	Responsible: Leonarda Garcia Deputy: Franziska Jope Sonja Pesjak
Generating and negotiating budget plans in new projects within the project consortium	
Providing financial administrative support to the consortium for the draft proposal of EU and Austrian projects	
Upload of the budget forms of EU proposals on NEF	
Project Reporting	Responsible: Leonarda Garcia Deputy: Franziska Jope Sonja Pesjak
EU projects	
Coordination of the EU Periodic Financial Management Reports on behalf of the consortium	
Generation of EU project yearly management report	
Generation of EU Summary Financial Report	
Generation of EU Budgeted vs. Actual costs report	
Generation of the Community Contribution Distribution report	
Liaison with the EU on behalf of the project Consortium: (1) Distribution of EU financial analysis to project consortium (2) Collection of EU requested additional items	
Leading and supporting auditing activities of EU projects, coordination with auditor and Projekt Service Buero for the generation of audit certificates	Responsible: Leonarda Garcia Franziska Jope Sonja Pesjak
Reconciliation of internal project accounts with the SAP system project accounts	Responsible: Leonarda Garcia Franziska Jope Sonja Pesjak
Providing project effort spending (PM - Person Months) information to project leaders	Responsible: Leonarda Garcia Franziska Jope Sonja Pesjak

Austrian projects	Responsible: Leonarda Garcia Franziska Jope Sonja Pesjak
Generation, collection and submission of 6-months 'Zwischenabrechnung' to FFG on behalf of the project consortium	
Provision of financial input for the 6-months FFG 'Zwischenbericht'	
Others	
Generation of 'Zusatzfinanzierung' application and 'Abrechnung' to recover VAT and durable equipment depreciation costs not chargeable to the EU.	Responsible: Sonja Pesjak Deputy: Leonarda Garcia
Generation of 'Anbahnungfinanzierung' application and 'Abrechnung' to recover costs spent at the proposal stage of EU project, but not funded by the EU.	Responsible: Sonja Pesjak Deputy: Franziska Jope
Preparation of bank transfers of EU pre-financing, annual and final payments to the project consortium	Responsible: Leonarda Garcia Franziska Jope Sonja Pesjak

Appendix 6. Project Management

A6.1 Project Management Tasks

Function	Task	Responsible
Project coordination	Communication with EC	Responsible: Alice Carpentier
Project coordination	Submission of contractual documents	
Project coordination	Monitoring of effort spending (person*months)	
Project coordination	Maintenance of Quality Assurance Procedure (if applicable)	
Project coordination	Maintenance of Risk Management Analysis (if applicable)	
Project coordination	Organization of board meetings, participation, minute taking	
Project coordination	Administrative management according to WP requirements	
Project coordination	Administration/moderation of management mailing lists	
Project partner/ Project coordination	Drittmitteldatenbank: filling project information in the university database	Responsible: Alice Carpentier
Project partner	Provision of project-specific administrative information at the end of reporting period	
Proposal Management	Organization of preparation meetings, telephone conferences, etc.	
Proposal Management	Setting up and moderating mailing lists for discussion between partners	
Proposal Management	Registering EU proposals on EPSS	

Proposal Management	Coordinating input from partners for the draft proposal	Responsible: Alice Carpentier
Proposal Management	Providing administrative information for the draft proposal	
Proposal Management	Communication with support institutions	
Proposal Management	Coordinating receipt of legal documents from partners	
Proposal Management	Submission to receiving institution according to the deadlines	
Proposal Management	Communication with receiving institution, e.g. request for further information, documents, and conducting any necessary follow-up action	
Proposal Management	Filing of all relevant documentation, e.g. signed originals	
Proposal Management	Review and submission of Consortium Agreement to the Legal Department of the university	

Project Responsible Management	Upload all relevant project documentation to STI Innsbruck SharePoint. This includes: contract, Consortium Agreement, Description of Work deliverables, Management Reports, PR material (flyer, presentations, logo, poster)	Responsible: Project leader (see A6.2)
Project Responsible Management	Upload a short project description, project web site link, contact person to STI Innsbruck web site using TYPO3 ²	
Project Responsible Management	Upload all project partners to STI Innsbruck web site	
Project Responsible Management	Continuous maintenance of the items above	
Project Responsible Management	Check compliance of project leader with internal obligations.	Responsible: Alice Carpentier

2

- 1) Log in with your username and password on <http://www.sti-innsbruck.at/typo3/>
- 2) In the left column, click on "List", then, in the second column on "Partners"
- 3) In the partners list, that now pops up, click on "New Record"
- 4) Enter the "Name" of the business partner, a short "Description" and the "web site" URL (make sure the box in front of web site is checked)
- 5) Pick a "Logo" which you must have on your local hard disk in JPEG or GIF format by clicking the "Browse" button, and picking the image file from your disk. Please make sure that the logo's width does NOT exceed 200px and that it is placed on a white background.
- 6) Simply hit "Save" or "Save and Close" to save the entry.
- 7) Check if your entry looks good on <http://www.sti-innsbruck.at/about/partners/>

A6.2 Project Leaderships

Project	Web site	Project Leader	Unit	
ENVISION	http://www.envision-project.eu/	Ioan Toma	IRIS	
LarKC	http://www.larkc.eu/	Reto Krummenacher		
MUSING	http://www.musing-project.eu/	Christian Leibold		
SEALS	http://www.seals-project.eu/	Ioan Toma		
SOA4ALL	http://www.soa4all.org/	Reto Krummenacher		
COIN	http://www.coin-ip.eu/	Davide Cerri	SEE	
eFreight	http://www.efreightproject.eu/	Davide Cerri		
Peer Assist		Anna Fensel		
S-Cube	http://www.s-cube-network.eu/	Davide Cerri		
Service Bundler		Anna Fensel		
ServiceDetective	http://service-detective.sti2.at/	Anna Fensel		
SOFAR		Anna Fensel		
WSMO4LS		Davide Cerri		
ACTIVE	http://www.active-project.eu/	Sung-Kook Han		SOS
Insemtives	http://insemtives.org/	Katharina Siorpaes		

Appendix 7. Human Resources Management Tasks

Task	Responsible
General Tasks	
Support in visa issues	Responsible: Birgit Leiter Manuela Resch
Advice on finding accommodation in Innsbruck	
Provision of keycard, keys, inbox	
Provision of a seating plan – desk availability including door signs, telephone codes, technical equipment etc.	
Take photo and add it on web site	
Keep track of student hours	
Up-date of telephone list which are available on the STI Innsbruck SharePoint	
Contracts	
Support in provision of existing and new working contracts, “Werkverträge”, “Freie Dienstverträge” and forwarding these data base with the “Personaldatenblatt” to the HR department of the university	Responsible: Birgit Leiter Manuela Resch
Informing the university of changes of any contract regarding salaries, projects, working hours, duration etc.	
Provision of support regarding “Nebentätigkeiten” and forwarding the information to the HR department of the university	
Personal Folders	
Keeping personal folders up to date by collecting and filing of all necessary information and documents such as copies of contracts, CV, job description, holiday requests, sickness notes, etc.	Responsible: Birgit Leiter Manuela Resch

Recruitment	
Send job ads to various mailing lists	Responsible: Birgit Leiter Manuela Resch
Organisation of open position announcements in various newspapers or internet platforms	
Add job ads to the STI Innsbruck web site	
Keep track of applications (print & store)	
Send rejections	
Send invitations to give an interview in Innsbruck	
Announce the interview (+ reminder)	
Book room for job interview	
Welcome procedure	
Man-per-month list	
Update and control mpm list regarding projects	Responsible: Birgit Leiter Manuela Resch
Update and control mpm list regarding salary	
Enter new employees and contract changes in mpm list	
Holidays	
Entering approved requests in the university system (VIS online)	Responsible: Birgit Leiter Manuela Resch
Handling requests of employees in regard of their VIS online "Zeitkonto"	
Entering employee presence in STI Innsbruck holiday table	
Print out of request and filing it accordingly	
Inform people on remaining vacation days	
Keep track of remaining holidays and remind employees to take holidays. Send the info of the remaining holidays to the Heads of Unit and Director on a monthly basis.	

Sick Notes	
Writing Krankmeldung and forward it to HR department of the university	Responsible: Birgit Leiter Manuela Resch
Writing Dienstantrittsmeldung and forward it to HR department of the university	
Collecting doctor's confirmations and sending it to the HR department of the university	
Other Issues	
Preparing of welcome and good-bye presents	Responsible: Birgit Leiter Manuela Resch
Ensure that all timetables are handed in and that the remaining holidays are consumed in case of employment end.	
Return of technical equipment, key card, keys	

Appendix 8. Institute Management Tasks

Task	Responsible
Teaching	
Enter grades in the university system (VIS online)	Responsible: Birgit Leiter Manuela Resch
Clarify questions regarding exam rules (Prüfungsreferat)	
Administration of courses and lectures	
Printing of exams, filing of exams	
Reservation of rooms (VIS online)	
Events & Invited Talks	
Organizing catering or reservation of restaurants	Responsible: Alina Hoffmann
Booking rooms	
Coordination with technical staff	
Support of guest(s)	
Mail	
Picking up and distributing of mail	Responsible: Alina Hoffmann Martina Wieser Deputy: Birgit Leiter Manuela Resch
Bringing mail to the University post office or Austrian post office	
Ordering UPS service	
Inventory	
Keep track of location of every single item (furniture)	Responsible: Birgit Leiter Manuela Resch
Removal of items from the inventory list (VIS online)	

Library	
Ordering books	Responsible: Birgit Leiter Manuela Resch
Keeping track of borrowed books from the University library	
Keeping STI Innsbruck library up to date (entering new books, keeping track of borrowed books)	
Ordering goods and monitoring equipment	
Checking equipment (such as office supply, coffee, water and other catering equipment, paper) on a regular basis and order goods accordingly (VIS online)	Responsible: Birgit Leiter Manuela Resch
Ordering technical equipment on behalf of technical department (VIS online)	
Ordering furniture on demand (VIS online)	
Coffee machine maintenance	
In case of broken equipment, contact responsible person (technical staff, caretaker of ICT building, Department of Buildings and Infrastructure of the university)	
Forschungsleistungsdokumentation	
Collecting of information from each STI Innsbruck employee regarding his/her publications	Responsible: Birgit Leiter Manuela Resch
Entering of all publications into the University database (FLD – VIS online)	

File Management	
Management Plan: collecting all necessary information on a day-to-day basis and keeping the document up-to-date	Responsible: Birgit Leiter Manuela Resch
Research Plan: collecting all necessary information on a day-to-day basis and keeping the document up-to-date	Responsible: IRIS
Quality assurance of the Web site and progress report	Responsible: SOS
File monthly telephone costs and keep track accordingly	Responsible: Franziska Jope Deputy: Sonja Pesjak
Update of meeting table on a regular basis	

Appendix 9. Secretarial Support Tasks

Task	Responsible
Administration – support to Director	
Handling tasks from day to day which are in support of the Director’s tasks: phone calls, correspondence, arrangements, appointments, queries, print outs	Responsible: Alina Hoffmann Martina Wieser
Become and remain informed of all business appointments and meetings of the Director so as to be able to be proactive in offering assistance, and reminding the Director of duties and dates when necessary	
Screen correspondence, calls and appointments that do not necessarily need the Director’s direct attention	
Communicate regularly (daily, if possible) with the Director to give an updated status report	
Complete travel planning and changing on short notice. Scheduling of the directors business trips	
Reporting of the Director’s expenses and keep track according to his account	
First contact point for business partners and other “customers”	
Taking minutes of meetings of the Director for purposes of record keeping	
Keeping his publications up-to-date on the STI Innsbruck web site	
Telephone duty: needed in case of emergencies: weekdays from 8:00 am until 6:00 pm	
Archive all the documents signed by the Director in both hard copy and soft copy so that they can be accessed anytime in case of need.	

Appendix 10. Technical Management Tasks

Task	Responsible
Technical Management	
1st and 2nd level support operating systems on Windows	Responsible: David Peer Markus Rainer
Technical repair of broken hardware	
Managing and updating the infrastructure on Windows	
Administrative work (university forms, collaboration with external companies in warranty cases, budget planning, documentation)	
1st and 2nd level support operating systems on Linux	Responsible: David Peer Markus Rainer
Managing and updating the infrastructure on Linux	
Provide researchers with the technical equipment for their projects	Responsible: David Peer Markus Rainer
Support during conferences, meeting, workshops	
Technical service for project stuff (web sites, accounts)	
Planning, evaluating, testing and ordering hardware and software	
Provide and support the technical infrastructure	
Backups	
Strategic planning for long term maintenance of STI Innsbruck IT infrastructure	

Appendix 11. University guidelines to equipment acquisition and provision of services³

For acquisitions of equipment or procurement of services equaling or exceeding 1.000 EUR, the university directive on public procurement of services applies and the submission of several quotes in written is mandatory.

STI Innsbruck must follow the procurement principles established by the university guidelines.

Description	net amount	requirement
Equipment acquisition, subcontracting services	up to 999,99 EUR	no quote required
	from 1.000,-- EUR to 2.999,99 EUR	2 written quotes
	from 3.000,-- EUR to 9.999,99 EUR	3 written quotes
	from 10.000,-- EUR to 39.999,99 EUR	4 written quotes
Equipment acquisition, subcontracting services	from 40.000,-- EUR	Publication of a call for tenders

The selection must be based on the best value for money given the quality of the service proposed (best price-quality ratio). It is not necessary to select the lowest price, though price is an essential aspect. The criteria defining "quality" must be clear and coherent according to the purpose of the task to subcontract, in order to provide a good analysis of the ratio price/quality.

In the case of a publication of a call for tenders, STI Innsbruck must ensure that transparent bidding procedures are used before selecting a subcontractor. Any

³ The current version of the original document (Beschaffungsrichtlinien Version 12.02.2008) can be found at: <http://www.uibk.ac.at/finanzabteilung/beschaffung/>

acquisition or procurement of services must be awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment." The procedure must ensure conditions of transparency and equal treatment.

The publication of a call for tenders is only mandatory for amounts equaling or exceeding 40.000 EUR.

Appendix 12. Justifications for Cost Order Approval

A12.1 Other Project Specific Costs

1. Country, City, DD/MM/YY - DD/MM/YY, Sponsoring costs for Event Name, Year
2. Invited speaker from University or Institution Name, City, Country (flight, train, local transportation, accommodation and subsistence costs, registration fee costs, etc.)
3. Organizational costs of Event Name (project meeting, conference, workshop, seminar), City, Country, (catering, facilities renting costs, social project dinner, social project lunch, coffee breaks, etc.)
4. Printing of flyers, Event Name, Date, City, Country.
5. PR material costs, Event Name, Date, City, Country.
6. Membership fee for 'XX'
7. Hiring Announcement costs for researcher needed in Project Name

A12.2 Consumables

8. Book related to Research Topic Project Name
9. Software licences, servers
10. Small durable equipment, computer accessories used by researcher working in Project Name

A12.3 Durable Equipment

11. Durable Equipment, Description (laptop, screen, printer, etc.) used by Researcher working in Project Name.

Appendix 13. Log of Changes

- 16/09/2008 Added new travel regulation for shuttle service usage (see Section 6.1.1.3)
- 16/09/2008 Added workflow for Invited Talks organization (see Section 6.2.11)
- 16/09/2008 Added web site review process (see Section 6.2.14)
- 16/09/2008 Added technical reports review process (see Section 6.2.15)
- 01/12/2008 Revised timesheet workflow (see Section 6.2.9)
- 10/12/2008 Book order procedure added in COA (see Section 6.2.5)
- 10/12/2008 Employee obligations added (see Section 6.1.6)
- 01/01/2009 Unit and Unit leadership updates affecting: A3.1 and A3.3
- 01/01/2009 Project Leadership updates (See A6.2)
- 01/01/2009 Teaching Unit Update (See A3.4 and A3.5)
- 19/02/2009 Added Guidelines to Equipment acquisition and provision of services (See Appendix 11)
- 25/03/2009 A few minor corrections and additional explanatory notes (eMar – see 6.2.7.; Travel Refund – see 6.2.8.) and corrections of responsibilities (see A7.1, APPENDIX 9)
- 17/04/2009 Revision of Web Site Review process (see Section 6.2.14)
- 20/04/2009 Added Justifications for Cost Order Approval (See Appendix 12)
- 20/04/2009 Teaching Unit updated (See A3.4)
- 20/04/2009 Steering Committee updated (See A3.1)
- 30/04/2009 Corrections to Steering Committee as by GA (See A3.1)
- 30/05/2009 Few minor corrections
- 30/06/2009 Update of task distribution and reporting structure
- 30/06/2009 Major update: removed TTF, added Co-Head of Unit and relative changes to eMAR, COA and Holidays workflows.
- 30/04/2010 Major update: added Specific Rules for Non-Scientific employees (See 6.1.7.2), added Bonus Payments (See 6.1.9); update of Steering Committee (See A3.1), update of Working Groups (See A3.2), update of Teaching Unit (See A3.4), update of Teaching Responsibilities (See A3.5), update of Web Site Responsibilities (See App.4), update of Financial Management Tasks (See App.5), update of Project Management Tasks and Project Leadership (See App.6), update of Institute Management Tasks (See App.8), update of Secretarial Support Tasks (See App.9)