



FONDAZIONE BRUNO KESSLER

AFFILIATION POLICY

Annex No. II/16 to the Minutes of the Board of Directors' Meeting of November 25, 2016
as amended by Resolution of the Board of Directors' Meeting dated March 25, 2021

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ART. 1 – PURPOSE

To strengthen its orientation, higher education, research and innovation mission, Fondazione Bruno Kessler can recognize "institutional citizenship" to persons who, through their work, contribute to the development and affirmation of ideas and projects conducted within the Foundation or reflect in a distinctive manner its scientific and cultural profile.

This formal recognition, underlying mutuality of interest and intent, is implemented through the institution of affiliation and is regulated as follows.

ART. 2 – TYPES OF AFFILIATION AND NATURE OF STATUS

1. FBK can grant scientific affiliate status to:

- a) eminent Italian and foreign scientific figures;
- b) persons who by virtue of their contribution to the Foundation over time have strengthened its reputation of scientific institution of excellence aimed at orientation, high education, research and innovation;
- c) technologists or scientific personnel pertaining to organizations participating in research partnerships with FBK, such as - but not limited to - inter-institutional research centers, businesses, industries, mixed research units, consortia, temporary purpose/undertaking associations, joint ventures;
- d) academic staff who receive funds from universities and/or public research institutions aimed at carrying out research, study or technology in areas of interest to FBK;
- e) scientific personnel or technologists who carry out research or technology related activities, higher education, innovation in the areas of interest of FBK in the framework of specific agreements between it and the institution of affiliation of the former;
- f) figures from the industry or services sectors who have distinguished themselves for their innovativeness;

2. The affiliation pursuant to this Policy must derive from a clear and mutual benefit that FBK and the affiliate draw from this relationship.

3. Because of the above mutuality of interests and intentions, the parties agree that the affiliation shall not be considered as employment and thus shall be free of charge.

ART. 3 – AFFILIATION PROCEDURE

1. The assessment of the merits of the affiliation requests lies with the FBK President, that consulted the Secretary General, will consider the requests.
2. The affiliation request must be sponsored by a Center Director or by the Secretary General. As per Art. 2 of this Policy, it must be accompanied by the candidate's cv, motivation or program of activities to be carried out in affiliation with FBK and - where applicable - the authorization of the institution of origin of the candidate.
3. The affiliation request, and its approval, should be submitted to the Research Assessment Unit and to the Human Resources Service, which shall take the required actions.
4. The affiliation usually has a duration of three years and can be extended through the above procedure.
5. The affiliation shall be filed in a dedicated register and communicated through the institutional communication channels of the Foundation.

ART. 4 – ACCESS TO WORKING SPACES, LABORATORIES, INSTRUMENTS AND SERVICES

1. The affiliate can access FBK working spaces, laboratories and facilities in accordance with the provisions set forth in the relating policies.
2. To carry out activities related to the affiliation, the affiliate is also granted access to FBK services such as, for example: network services and corporate email; FBK cafeteria services.
3. FBK is responsible for compliance with regulations on systems, equipment it owns, as well as on prototypes or other instruments made and used in research and/or technology related activities. The affiliate who makes use of them is required to comply with safety regulations and guidelines in force.

ART. 5 – HEALTH, SAFETY AND INSURANCE COVERAGE

1. The affiliate should observe all the regulations on prevention and protection in force at FBK, including the provisions regarding fire, emergency prevention and first aid.
2. The affiliate's employer, when applicable, shall provide FBK with a formal statement concerning their worker with regard to:
 - authorized activities and specific risks (e.g. chemical, biological, etc.);
 - appropriate accident insurance coverage or need for FBK to provide it;
 - attendance of basic and specific risk training or need for FBK to provide it;
 - medical fitness, specifying whether granted or need for FBK to provide it;
 - name of the Prevention and Protection Officer and/or representatives of the organization of origin to be contacted in case of accidents or due to safety reasons.

3. The affiliate is required to use personal protective equipment, as appropriate, in relation to the risks arising out of the activities performed.
4. The Foundation ensures to affiliates health surveillance, if not previously carried out, provided for specific risks to which said affiliates could be exposed in the structure where they might operate.
5. The Head of the FBK Prevention and Protection Service will contact the officer in charge of prevention and protection at the affiliate's organization of origin to inform them about the specific risks connected to the activities carried out at FBK premises and laboratories, the safety and prevention measures in place and how to access them and, where necessary, will submit to the relevant departments of the institution of origin a copy of the certificate of fitness issued by the occupational health physician, in compliance with the legislation on personal information processing.
6. FBK is responsible for compliance with current standards of systems, equipment and tools owned by or present at FBK, which are used by the affiliate in carrying out their activities.
7. FBK guarantees, when not present, accident and third party liability insurance coverage to its affiliates, in relation to the activities to be conducted in connection with the affiliation.

ART. 6 – OWNERSHIP OF RESULTS, CONFIDENTIALITY AND PUBLICATIONS OF AFFILIATES

1. The ownership of the results of the activities connected with the affiliation, as well as the ownership of industrial property rights of the results lies with FBK unless otherwise agreed by specific provisions or by specific inter-institutional agreements between FBK and the affiliate's organization of origin or between FBK and the affiliate whenever the appropriate terms exist.
2. Affiliates must mention FBK and indicate their affiliation to it on all occasions in which expressing their affiliation is relevant in order to recognize the scientific merit (Ex: results publications and presentations) deriving from the activities related to the affiliation
3. The dissemination activities referred to in the previous paragraph must be agreed with FBK and subjected to the relevant authorization procedures in force at FBK, and must not compromise the protection of intellectual and industrial property rights, confidentiality obligations and the legitimate interests of FBK.

ART. 7 – REVOCATION OR RENUNCIATION OF AFFILIATION

1. The affiliation may, on legitimate grounds, be revoked by the FBK President.
2. The affiliate may, providing their motivation, renounce the affiliation.

Read and approved on March 25, 2021 by the FBK Board of Directors.