

# Renewable & Sustainable Energies Research Group (RASERG) Operating Policies

April 2, 2003

## Mission and Objectives of the Research Group

The mission and objectives of this Research Group are as follows:

1. Provide a convenient medium for staff members sharing similar scientific interests in the area of renewable and sustainable energies to exchange information and work jointly on activities and projects undertaken by RASERG.
2. Establish links relevant to renewable and sustainable energies between SQU and National/International organizations.
3. Enhance research in the area of renewable and sustainable energies for the College Postgraduate Programs.
4. Generate funding for carrying out and improving research in the area of renewable and sustainable energies.
5. Enhance the community scientific culture with regards to the use of renewable and sustainable energies in Oman through organization of scientific activities such as conferences, seminars, workshops and short-courses.

## Operation Policies

### 1. Project Related

- Each team member shall bear equal responsibility towards the success/failure of any undertaken project.
- Member(s) must not commit the group to an outside project if:
  - None of the team member(s) is technically capable to solve the problem,
  - No time available to execute the project (due to already existing projects),
  - The time and efforts required for the completion of the project interfere with teaching activities and objectives.
- Remuneration of team members shall be based on the amount of time and efforts made by any team member involved in the project. In addition, 10% of the total cost of the project shall be granted automatically to the members who get the project.
- Communication between team members shall be in writing.
- Every meeting shall be minuted.
- Teamwork shall be performed on a mutual basis and understanding.
- Team members *shall be ready* at any time *to defend* and *protect* the interest of the research group.
- A project leader must be nominated to any project undertaken. Nomination can be made on the basis of any of the following
  - Knowledge related to the project
  - Initial contact
  - Draft of the project proposal.

## **2. Management Related**

- Members must be ready to sacrifice social activities (working during evenings and weekends) to ensure the success of any undertaken project.
- Each member *must respect* deadlines.
- Each member *shall bear the responsibility* when failing to submit internal assignments on time.
- Each team member shall act in a professional manner towards the protection of any relevant information related to all undertaken projects.
- All members must agree on the project plan before submission of the proposal to the client (i.e. execution, load distribution and remuneration).

## **3. Interaction with Other Organizations**

The Group may cooperate with National and International Organizations to support and promote information and services exchange for the benefit of the Group and in furtherance of SQU mission.

## **3. Officers of the Research Group**

### **Group Coordinator**

A group coordinator is elected from within the group itself on a yearly basis (academic).

The group coordinator's responsibilities are as follows.

- Acts as the official spokesperson of the group.
- Coordinates the activities of the group to achieve its objectives.
- Prepares the group's meetings agenda and the yearly program in consultation with the group members.

### **Publication & Publicity Officer**

A publication & publicity officer is elected from within the group itself on a yearly basis (academic).

The publication officer has the overall responsibility for all publications related to the group activities. Publications resulting from joint-venture activities will be produced by the publication officer under a written agreement approved by the officers of the research group and signed by the Group Coordinator.

### **Executive Officer**

An executive officer is elected from within the group itself on a yearly basis (academic). The executive officer is responsible of all meeting minutes and archiving of all documentation related to the research group. The executive officer shall assume the responsibilities of the group coordinator in his absence.

## **4. Administrative Procedures**

### **Joining the Group**

For joining the group, a person should write to the Group Coordinator, who shall call for a meeting of the Group officers to discuss the application. An answer shall be issued within two weeks from the date of the application.

### **Resignation from the Group**

Any submission of resignation by any member of the research group shall be justified in writing to the group coordinator. The group coordinator shall meet with the officers and discuss the resignation. A response shall be issued within two weeks from the date of submission of the resignation. Any resigned member shall return back all group's material, documents and properties.

*In case of serious violation of the group policies by one the group members, the member can be asked to resign from the group. Such an action shall be agreed upon anonymously by the group members.*