

Mandate and guidelines for reference groups in FHF projects



Key information

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| Project 90[XXXX] | [Title] |
| Organisation responsible: |  |
| Executing project leader: |  |
| FHF-contact: |  |

* fhf reference groups are appointed by fhf and consists of the following:
* NN
* NN

1. REFERENCE GROUP RESPONSIBILITIES and tasks

### Purpose

FHF appoints the reference group.  
  
The reference shall contribute to ensuring that the project is carried out in accordance with targets, time schedule and financial framework. The group shall contribute to the project’s value to the industry.

### Responsibilities and tasks

The reference group has an advisory role in the project.

The reference group shall assist the project professionally and be a natural discussion partner before major changes are decided and implemented.

The reference group may suggest changes in the project if it will strengthen the project’s value to the industry.

### Quality and independence

The reference group shall not influence the project in a way which may weaken the quality and legitimacy of the project.

It is the responsibility of the project leader to ensure that the project has the necessary scientific standards and has the legitimacy of independent research.   
In case the project leader considers there is a danger that the reference group or FHF could influence the project in a negative way relating to quality or legitimacy, the project leader shall immediately and in writing inform FHF.  
FHF will then consider changes in dialogue with the project leader.

### Confidentiality

Reference group members are bound by confidentiality in accordance with the Norwegian Administration Act.

2. project leader tasks relating to the reference group

The project leader convenes meetings with the reference group.  
   
Invitations shall be sent in reasonable time and necessary documentation will be sent out in reasonable time prior to the meetings.   
  
The FHF responsible person, project leader and other project participants may participate in the reference group meetings.

During the project period, the reference group shall be informed of progress, preliminary results and communication relating to the project.

The reference group shall be presented changes in plans, progress reports and preliminary version of the final project report and be able to comment on these.

The project leader shall prepare minutes from reference group meetings. Minutes are internal documents as defined by the Freedom of Information Act §14.

FHF will participate in reference group meetings to ensure the FHF objective of the project.  
FHF will have a particular focus on communication from the project which will contribute to the implementation and utilization of results and safeguarding of the research institution’s s independence from the industry's interests.