



**KEMENTERIAN TENAGA, SAINS, TEKNOLOGI,
ALAM SEKITAR DAN PERUBAHAN IKLIM**
MINISTRY OF ENERGY, SCIENCE, TECHNOLOGY, ENVIRONMENT, & CLIMATE CHANGE

IMPLEMENTATION GUIDELINES FOR THE RESEARCHER-INDUSTRY SCIENTIFIC EXCHANGE (RISE) PROGRAMME



2019

CONTENTS

No.	Content	Page
1.	General Information	3
2.	Application	10
3.	Evaluation	12
4.	Result and Attachment	15
5.	Monitoring	17
6.	Roles	18

Appendix A – Terms of Reference for the Technical Committee

Appendix B – Terms of Reference for the Evaluation and Matching Committee

Appendix C – Proposed Terms and Conditions of Service

SECTION 1

GENERAL INFORMATION

1.1 Introduction

1.1.1 The Researcher-Industry Scientific Exchange (RISE) programme is an initiative by the Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC) to create closer collaboration between researchers at public research institutions especially MESTECC and the industry.

1.1.2 This initiative was announced during the tabling of the 2019 Budget under Strategy 9: Unleashing the Power of the New Economy of the Third Focus: To Foster an Entrepreneurial State. In tabling the initiative, as a way of propelling Industry 4.0, the government will start a researcher-mapping programme to place at least 100 researchers with the private sector, with the cost borne by the government.

1.2 Target Group

The target group for the RISE programme will be companies registered in Malaysia as well as local researchers serving local research institutions, government-linked companies and companies limited by guarantee under MESTECC.

1.3 Scope

The scope for implementing the RISE programme encompasses:

i. Problem solving

The attachment of researchers in the industry is to help solve the problems in daily work processes or to improve existing products and services.

ii. Project-based attachment

The researchers are placed in the industry to join project teams in developing new products or services.

1.4 Sharing Approach

This programme offers four (4) approaches to public research institution researchers sharing their expertise with the industry, namely:

- i. Research;
- ii. Consultancy;
- iii. Transfer of technology; and
- iv. Training

1.5 Goal

The RISE initiative is planned with the goal of helping the industry in adapting new technologies, increasing innovation and productivity capabilities, and improving processes and systems through sharing of expertise as well as building researchers' capacities in the field of research and development.

1.6 Objectives

The objectives of the RISE programme are as follows:

- i. To help the industry in adapting and adopting new technologies;
- ii. To utilise researchers' expertise to solve problems in the industry;
- iii. To improve innovation and productivity capabilities through system and process improvement; and
- iv. To develop researchers' capacities through exposure to real industrial needs

1.7 Implementation Methods

1.7.1 The RISE programme is formulated with three (3) implementation methods, namely:

- i. Full-time attachment;
- ii. Non-full-time attachment; and
- iii. Combined attachment.

1.7.2 The first implementation method is attachment on a full-time basis as shown in **Figure 1**.

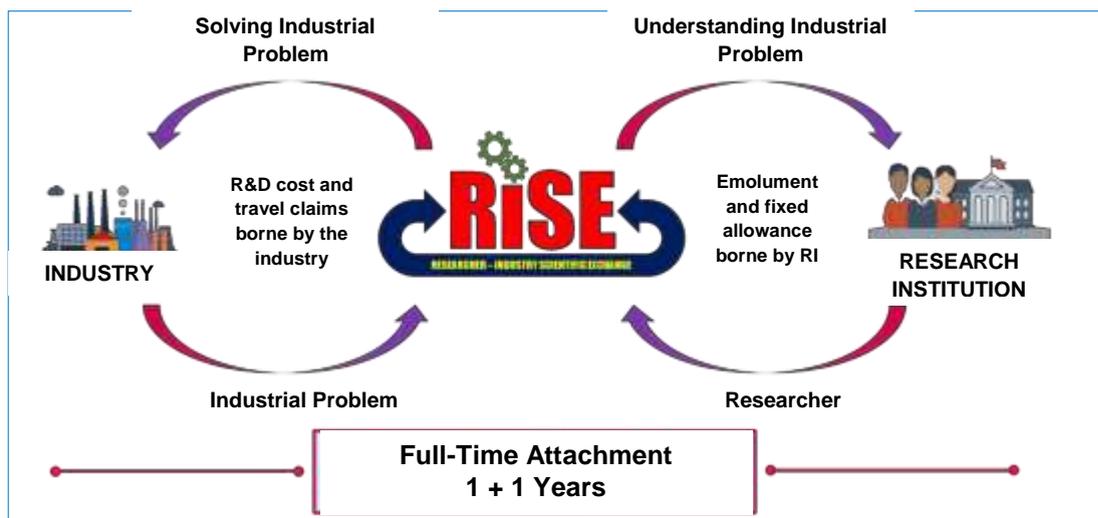


Figure 1: RISE implementation method for the full-time attachment mechanism

- 1.7.3 Through this implementation method, the government will place a researcher from a public research institution on a full-time basis in the industry for a maximum period of one (1) year. Should the need arise, the researcher's attachment period can be extended an additional year. The researcher's attachment costs such as emolument and fixed allowance will be borne by the government through the public research institution while the R&D cost, if any, and travel claims shall be borne by the industry.
- 1.7.4 For that purpose, attachment matching will be conducted after evaluating applications by the industry highlighting process-, product- or service-related problems. If appropriate and research expertise is available, the government will place the researcher in the industry to share expertise through the approaches stated in paragraph 1.4.
- 1.7.5 Through this matching, both parties will benefit such that the industry will be able to solve problems through the sharing of expertise from the public research institution, whereas the researcher will gain a deeper insight into the needs and wants of the industry.
- 1.7.6 In for the second implementation method, attachment is on a non-full-time basis as shown in **Figure 2**. This method is similar to the first method in terms of cost, application process, researcher matching and the roles of both parties. The researcher's period of attachment following this method is the same as that of the first method which is a maximum of one (1) year and an extension period of up to one year is allowed.

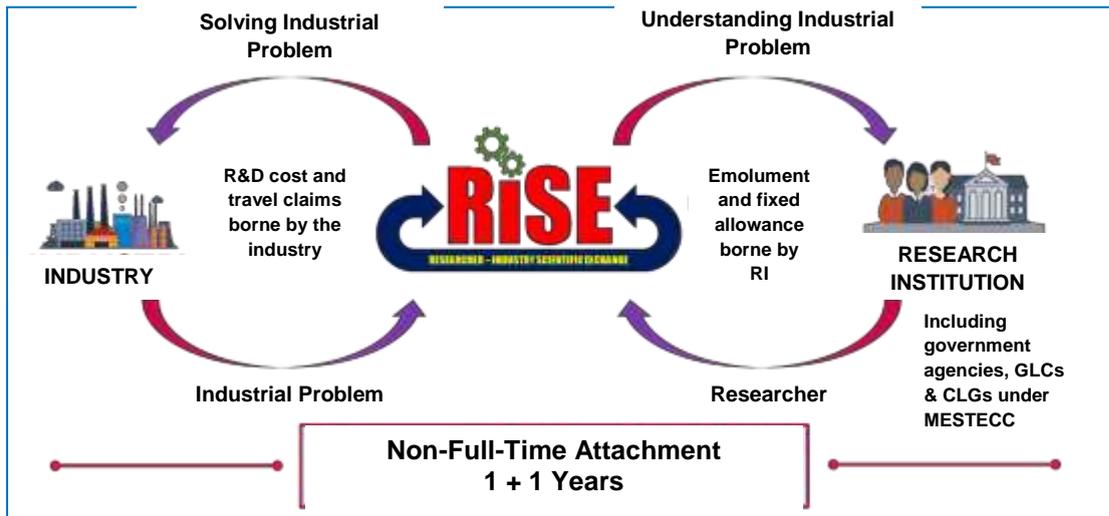


Figure 2: RISE implementation method for the non-full-time attachment mechanism

1.7.7 Through this method, researchers continue to serve full-time at their respective public research institutions while they are matched to help a particular industry through sharing of expertise on a non-full-time basis.

1.7.8 The RISE programme also offers a third attachment method which combines full-time and non-full-time attachment methods as shown in **Figure 3**. Through this method, the attachment of researchers in the industry is more flexible with a choice of full-time or non-full-time attachment for a maximum period of one (1) year. Should the need arise, the period can be extended for another year. For example, a researcher can be placed on a full-time basis for three (3) months at the initial stage of attachment followed by a non-full-time attachment until the research project is completed. However, the period is still subject to a maximum of one (1) year in total or if necessary, with an extension of one (1) additional year.

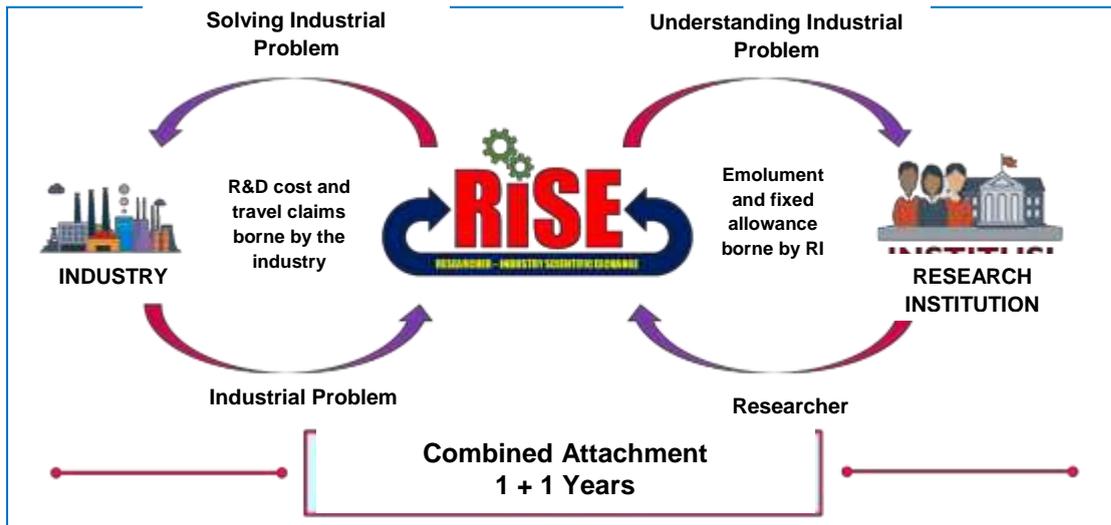


Figure 3: RISE implementation method for the combined full-time and non-full-time attachment mechanism

1.8 Financing

1.8.1 The government does not allocate specific financing to RISE for problem solving through either research or non-research methods. However, the government is committed to financing the attachment cost of researchers who share their expertise with the industry.

1.8.2 At the same time, the industry is encouraged to give special allowances to researchers who are placed with them as an incentive to foster this collaborative effort between the government and the industry.

1.8 RISE Secretariat

For any enquiries or more information on the RISE programme, please contact the secretariat at MESTECC directly as follows:

RISE Secretariat

STI Talent Development Division

Ministry of Energy, Science, Technology, Environment and Climate Change

Level 2, Block C5, Complex C,

Federal Government Administrative Building

62662 PUTRAJAYA

Tel. No.: 03-88858069

SECTION 2

APPLICATION

2.1 Industry

2.1.1 Conditions of Application

The conditions of application for the RISE programme is as follows:

- i. Application is open year-round;
- ii. Open to all businesses registered in Malaysia;
- iii. The industry must register their project application online at www.rise.mestecc.gov.my.

2.1.2 Criteria for Consideration

The basic criteria for consideration are as follows:

- i. Project application form must be complete;
- ii. Problem statement must be clear and the need for technological/technical expertise is for improvement and value-added purposes;
- iii. Project can be completed within a maximum period of two (2) years;
- iv. Expertise in the related field is available among researchers at the public research institutions.

2.2 Researchers

2.2.1 Conditions of application

Researchers who are interested to join this programme must meet the following conditions of application:

- i. Open to researchers with permanent positions at public research institutions;
- ii. Researchers' remaining period of service must be at least 24 months from the date of registration;
- iii. Researchers must register their personal, service and expertise information at www.rise.mestecc.gov.my.

SECTION 3

EVALUTION

3.1 RISE Steering Committee

3.1.1 The RISE Steering Committee is the highest committee at the ministerial level that is responsible for the direction of the programme and the stipulation of fundamental matters that have to be implemented for the programme's improvement.

3.1.2 Membership of the RISE Steering Committee comprises:

- i. Deputy Secretary General (STI) – Chairperson
- ii. Head of department/agency

Secretariat : STI Talent Development Division, MESTECC

3.1.3 The terms of reference for this committee are shown in **Appendix A**.

3.2 Stages of Screening

Applications submitted by the industry will undergo two (2) stages of evaluation, namely:

- i. Preliminary screening by the secretariat; and
- ii. Evaluation by the Technical Committee.

3.3 Preliminary Screening by the Secretariat

3.3.1 At this stage, each application submitted by the industry will be screened based on the following conditions:

- i. Application form is complete;
- ii. Company is registered in Malaysia.

3.3.2 Next, applications that have met these criteria will be submitted for evaluation by the Technical Committee whereas rejection letters will be sent to companies that have failed to meet these criteria.

3.4 Technical Committee

3.4.1 The RISE Technical Committee is the highest committee at the departmental/agency level that is responsible for the evaluation and consideration of applications based on the relevance of problems and the availability of technology and expertise. It comprises:

- i. Head of department/agency – Chairperson;
- ii. Deputy head of department/agency;
- iii. Representative from division or field of expertise;
- iv. Representative from other department/agency if it involves external expertise; and
- v. Representative from the RISE secretariat at the ministerial level.

Secretariat: RISE coordinator of the department/agency

3.4.2 At this stage, applicants whose applications have met the conditions of the secretariat's preliminary screening will be invited to present their applications, if necessary, to elaborate on their problems to the Technical Committee. Evaluation will be based on the following criteria for consideration:

- i. Relevance of problem;
- ii. Availability of expertise and researcher;
- iii. Cost incurred; and
- iv. Estimated period of solution and the impact on the industry and country

3.4.3 The terms of reference for this committee are shown in **Appendix B**.

3.5 In evaluating applications from the industry, RISE will not consider these applications:

- i. Problems that have off-the-shelf solutions or solutions derived from readily available technologies;
- ii. Problems not requiring technology;
- iii. Projects in the form of basic and explorative research;
- iv. Projects in the form of clinical tests;
- v. Projects that involve the purchase of facilities and assets as solutions

SECTION 4

RESULT AND ATTACHMENT

4.1 Notification of Result

4.1.1 A notification letter of the application result and researcher matching will be sent by the RISE secretariat at the ministerial level to the industry and the research institution with a copy for the researcher.

4.2 Negotiation of the Terms and Conditions of Attachment

4.2.1 After the application result has been released by the secretariat, the public research institution and the industry must immediately negotiate the terms and conditions of attachment. Negotiation must be made to ensure mutual benefit on both sides and to avoid conflicts after the completion of researcher's attachment.

4.2.2 The negotiation covers the roles, scope, milestone chart, objectives to accomplish, requirements of facilities, copyrights and division of profit (if any) as well as matters pertaining to researcher's services, benefits, leave and allowances. Proposed terms and conditions for services are as shown in **Appendix C**.

4.2.3 Terms and conditions that are agreed upon between the department/agency and the industry must be presented for the review of the Legal Unit of MESTECC to ensure the interests of the government and the public servants are preserved.

4.3 Offer Letter and Directive to Report for Duty

- 4.3.1 The industry will issue an offer letter to the researcher together with the terms and conditions which have been agreed upon through the researcher's Head of Service.

- 4.3.2 The researcher's Head of Service will then issue the researchers a directive to report for duty on a date mutually agreed between the research institution and the industry.

- 4.3.3 The researcher must report for duty on the effective date that has been set.

SECTION 5

MONITORING

5.1 Researcher's Attachment Monitoring

5.1.1 To ensure benefits of the RISE programme are gained as intended by both sides, the ministry and the department/agency will conduct continuous monitoring.

5.1.2 Monitoring will be conducted based on the milestone chart and objectives set and agreed by both sides prior to the attachment.

5.1.3 In addition, periodic reporting has to be presented to the secretariat using the template given.

5.1.4 The RISE secretariat may conduct inspections to ensure that the government's investment in the programme achieves its stipulated objectives.

5.1.5 Findings from the monitoring will be reported to the RISE Steering Committee for feedback, if necessary.

SECTION 6

ROLES

6.1 Roles and Responsibilities of the Industry

- 6.1.1 To confirm acceptance of offer within the period stipulated by the ministry
- 6.1.2 To present feedback on project progress and final feedback after delivery of technology from the researcher
- 6.1.3 To be committed to payments of allowance claims as agreed upon in the acceptance of offer
- 6.1.4 To give full cooperation to the implementation of the project including access to facilities, premises and information regarding the project to the researcher
- 6.1.5 To receive the secretariat's inspectorate visits to selected projects
- 6.1.6 To attend presentation sessions to the Technical Committee
- 6.1.7 To maintain confidentiality of information gained from the researcher and the agency

6.2 Roles and Responsibilities of Researcher

- 6.2.1 To confirm acceptance of offer within the stipulated period
- 6.2.2 To complete the project within the agreed period
- 6.2.3 To regularly inform the industrial collaborators about the project progress
- 6.2.4 To maintain confidentiality of information gained from the industry

6.3 Roles and Responsibilities of the Department/Agency

- 6.3.1 To ensure the clarity of industrial problem either technical/technological
- 6.3.2 To provide assistance to the RISE secretariat at the ministry in promoting and encouraging participation from the industry with technical/technological problems
- 6.3.3 To provide a list of researchers for the purpose of attachment
- 6.3.4 To ensure that matters pertaining to researcher's service are managed well throughout the attachment period

6.4 Roles and responsibilities of the Secretariat

- 6.4.1 To disseminate technological problems to and from potential researchers
- 6.4.2 To ensure that researchers meet the application conditions and requirements
- 6.4.3 To conduct monitoring to ensure that the attachment meets the terms, conditions, scope and milestone chart that have been set
- 6.4.4 To verify project progress and final project reports
- 6.4.5 To coordinate rising issues pertaining to attachment for the information and feedback of the evaluation and matching committee
- 6.4.6 To ensure that the industry will give full commitment to the implementation of the project as agreed in the stipulated terms and conditions

**TERMS OF REFERENCE FOR THE STEERING COMMITTEE
OF THE RESEARCHER-INDUSTRY SCIENTIFIC EXCHANGE
PROGRAMME**

1. PURPOSE

The Steering Committee is the highest committee at the ministerial level that is responsible for the direction of the Researcher-Industry Scientific Exchange (RISE) programme and the stipulation of policy matters that have to be implemented for the programme improvement.

2. APPOINTMENT

The Steering Committee is appointed by the Secretary General of the Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC).

3. MEMBERSHIP

3.1 The Steering Committee comprises members such as the following:

MEMBERS

- i. Deputy Secretary General (STI) - Chairperson
MESTECC
- ii. Head of Department/Agency - Member
MESTECC

SECRETARIAT

- iii. Undersecretary Secretary
STI Talent Development Division -

3.2 Appointments as committee members are made in their position titles.

3.3 The chairperson shall preside at all meetings.

3.4 The quorum for the Steering Committee meeting is the presence of three (3) members including the chairperson.

- 3.5 Members who are not able to attend can appoint a representative to deliver an opinion but that shall not be considered as achieving the quorum.
- 3.6 Minutes of meeting shall be prepared by the Secretary and distributed to members.

4. ROLES AND RESPONSIBILITIES

- 4.1 To determine the overall policy and direction of the RISE programme
- 4.2 To specify the regulations and guidelines for the implementation of the RISE programme
- 4.3 To discuss rising issues throughout the implementation of the RISE programme
- 4.4 To discuss recommendations for the improvement of the RISE programme
- 4.5 To monitor and evaluate the progress and the effectiveness of researchers' and experts' attachments in the industry

5. NON-DISCLOSURE AGREEMENT (NDA) AND INTEGRITY PACT

Committee members must sign the non-disclosure agreement (NDA) and integrity pact to protect the confidentiality of:

- 5.1 Proposals submitted by applicants;
- 5.2 Proceedings and evaluation results; and
- 5.3 All forms of information disclosed either directly or indirectly throughout the evaluation sessions

6. CONFLICT OF INTEREST

Committee members shall at all times pay attention to actions deemed to have conflict of interest in the implementation of the RISE programme. Conflict of interest can be defined as any situation in which committee members have direct interest or other interests that influence or potentially influence due consideration in the implementation of this programme. Any committee member deemed to have interest shall disclose the type of interest to the secretariat and shall be excluded from the committee.

7. FREQUENCY OF MEETINGS

The committee shall meet on a quarterly basis with a frequency of at least four times per year or any time deemed necessary.

8. MEETING DECISIONS

The Steering Committee meeting decisions are final.

9. APPLICATION

These terms of reference are applicable from 1 February 2019.

Prepared by:

STI Talent Development Division
MESTECC

**TERMS OF REFERENCE FOR THE TECHNICAL COMMITTEE
OF THE RESEARCHER-INDUSTRY SCIENTIFIC EXCHANGE
PROGRAMME**

1. PURPOSE

The Technical Committee at the departmental/agency level evaluates and considers applications from the industry to match researchers' expertise in solving industrial problems under the Researcher-Industry Scientific Exchange programme.

2. APPOINTMENT

The RISE Technical Committee is appointed by the head of department/agency.

3. MEMBERSHIP

3.1 The Technical Committee comprises members such as the following:

MEMBERS

- iv. Head of department/agency - Chairperson
- v. Deputy head of department/agency - Member
- ii. Representative from division/field of expertise - Member
- vi. Representative from external department/agency if necessary - Member
- vii. Representative from RISE secretariat at MESTECC - Member

SECRETARIAT

- viii. RISE coordinator of the department/agency - Secretary

3.2 Appointments as Technical Committee members are made in their position titles.

3.3 The chairperson shall preside at all meetings. If the chairperson is not able to be present, he or she shall adjourn or appoint any deputy to be the acting chairperson.

3.4 The quorum of the Technical Committee meeting is fixed at three (3) permanent

members or representatives.

- 3.5 If a solution to an industrial problem requires expertise from another department/agency, a representative from the related department/agency shall be invited to the Technical Committee meeting.

4. ROLES AND RESPONSIBILITIES OF THE TECHNICAL COMMITTEE

- 4.1 To attend presentation sessions by the industry for the application for researcher's attachment under the RISE programme.
- 4.2 To evaluate and consider proposals for researcher's attachment in the industry based on the problem presented and the availability of researchers and expertise.

5. VOTING AND RESULT

Results must be taken by consensus and tallied by the Chairperson of the Technical Committee. The chairperson has the final decision if consensus is not reached.

6. NON-DISCLOSURE AGREEMENT (NDA) AND INTEGRITY PACT

Committee members must sign the non-disclosure agreement (NDA) and integrity pact to protect the confidentiality of:

- 6.1 Proposals submitted by applicants;
- 6.2 Proceedings and evaluation results; and
- 6.3 All forms of information disclosed either directly or indirectly throughout the evaluation sessions

7. CONFLICT OF INTEREST

Committee members shall not evaluate proposals in which they have conflict of interest. Conflict of interest can be defined as any situation in which committee members have direct interest or other interests that influence or have the potential to influence due consideration in the evaluation process. Any committee member deemed to have interest shall disclose the type of interest to the secretariat and shall be excluded from the committee.

8. EVALUATION GUIDELINES

The committee shall consider and approve applications through applicants' presentations based on:

- i. Relevance of problem;
- ii. Availability of expertise;
- iii. Cost incurred; and
- iv. Estimated period of solution and the impact on the industry and country

9. APPLICATION

These terms of reference are applicable from 1 April 2019.

Prepared by:

RISE Secretariat
STI Talent Development Division
MESTECC

COMPONENT OF THE RESEARCHER-INDUSTRY SCIENTIFIC EXCHANGE (RISE) INITIATIVE

COMPONENT	FULL-TIME	NON-FULL-TIME	COMBINED
Period	A maximum of one (1) year and an extension period of up to one (1) year is allowed.		
Method	Based on Service Circular PP 5/2011: <i>Program Penempatan Silang Perkhidmatan</i> (Cross Fertilisation Programme)	Out-of-office assignment	Based on Service Circular PP 5/2011 : <i>Program Penempatan Silang</i> (Cross Fertilisation Programme) and out-of-office assignment
Researcher	Researcher of grade Q44-54/G11-G8		
Sharing Method	<ul style="list-style-type: none"> • Research • Consultancy • Transfer of technology • Training 		

PROPOSED TERMS AND CONDITIONS OF SERVICE

COMPONENT	FULL-TIME	NON-FULL-TIME	COMBINED
Attachment Mechanism	Full-time attachment in the industry	Non-full-time (with or without attachment)	Full-time and non-full-time (with or without attachment)
Emolument	Borne by RI		
Fixed Allowance	Borne by RI		
Allowance and Incentive Payment	Paid by RI based on principle and criteria in force		
Special Allowance	The industry can give special allowance at an agreed rate prior to attachment		
Travel Claims	Travel claims borne by the industry	Travel claims borne by RI or the industry depending on the assignment	
Leave	Leave entitlement remains unchanged. Administration and approval by the industry except that which requires approval by the head of department	Leave entitlement remains unchanged. Administration and approval by RI	
Housing Facilities	Eligible to remain in government housing/quarters. The industry may offer housing facilities if available.		

Medical Facilities	Eligible for current government medical facilities according to the regulations in force The industry may consider medical facilities at panel clinics/hospitals	Eligible for current government medical facilities according to the regulations in force	Eligible for current government medical facilities according to the regulations in force The industry may consider medical facilities at panel clinics/hospitals
Other Benefits	Eligible to apply for benefits such as housing, vehicle and computer loans according to the eligibility requirements as stipulated by the government or RI		
Special Financial Assistance/ Annual Remuneration/ Special Performance Payment/Bonus	Eligible for consideration by the government/RI if available. The industry may consider bonus at a prescribed rate.		
Work Hours	Subject to the working hours set by the industry.	Subject to the working hours mutually agreed by RI and the industry	
Compliance with Regulations and Discipline	Subject to the existing public service regulations and the industry regulations		

Courses/Training	May be directed to undergo training by the industry with the cost borne by the industry. The industry may consider exemption of the researcher from training/assignment as directed by RI. Application for courses which are not made compulsory by the scheme of service is not allowed.
Promotion	Promotion can be considered for substantive services.
Seniority	Researcher's seniority remains unchanged.
Work Disaster Protection	Eligible to make Ex-Gratia Work Disaster Scheme compensation claims for federal public services or compensation scheme in force. The industry may provide insurance protection.
Reduction/ Termination of Attachment Period	Based on the mutual agreement between RI and the industry. The industry shall issue a 30-day written notice to the researcher. Under certain circumstances, RI and the industry may shorten the notice period and terminate the attachment with immediate effect.
Retirement Benefits	Retirement benefits or derivative benefits are dependent on pension regulations/laws that are in force.