



GUIDELINE FOR RESEARCHER-INDUSTRY SCIENTIFIC EXCHANGE (RISE) INITIATIVE

METHODS OF IMPLEMENTATION



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1. GENERAL INFORMATION

1.1 Purpose

These Guidelines are intended to explain the method of implementation of RISE to stakeholders.

1.2 Definition

1.2.1 For the purposes of these Guidelines,

"expert services" means services in the form of training, consultation, research or technology transfer provided by experts.

"expert provider" means an organization responsible for overseeing the performance and emoluments of experts.

"expert" means an officer who has knowledge or experience in a relevant field.

"organization" means a ministry, department, research institution, university and agency.

"emolument" means all remuneration as stipulated in the current circular or policy of the company/institution of the expertise provider in force.

"allowance" means the allowances provided by the recipient of expert services subject to the current circular or policy of the company/institution of the expertise provider in force.

1.3 Background

One of the Government's initiatives in assisting the industry was announced on 2 November 2018, in the presentation of the 2019 Budget under the Third Focus: Fostering a National Culture of Entrepreneurship under Strategy 9: Triggering New Economic Power. The Government would introduce a researcher-mapping programme where the cost of placement will be borne by the Government as one of the measures to boost Industry 4.0. The initial target was set for at least 100 researchers to be placed in the private sector.

The Ministry of Science, Technology and Innovation (MOSTI) has taken the initiative to provide a platform for free sharing of expertise to those in need.

This online-accessible platform is called as the Researcher-Industry Scientific Exchange (RISE).

1.4 Objective

The objectives of the RISE programme are as follows:

- i. To help the industry in adapting and adopting new technologies;
- ii. To leverage the expertise of officers to solve problems in industries and organizations in need;
- iii. To increase innovation and productivity capabilities through system and process improvement; and
- iv. To develop the capacity of officers through exposure to the real needs of the industry and the organization.

1.5 Target Group

The RISE programme is open to all type of businesses, public and private organizations and associations registered in Malaysia.

1.6 Scope

The scope of the RISE programme encompasses:

- i. Problem solving**
To help solve the problems in daily work processes or to improve existing products and services.
- ii. Project-based**
To join project teams in developing new products or services.

1.7 Sharing Approach

The RISE programme offers four (4) methods of sharing expertise services, namely:

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

1.8 Implementation Methods

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

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

A description of the implementation method is as in **Appendix A**.

1.9 Placement Period

Placement of expert services can be within a maximum period of one (1) year. If there is a need, the placement period for expert services can be extended for another period of one (1) year subject to the approval of the organization that provides the expert services.

1.10 Financing

- i. For this programme, the Government does not provide specific funding to implement problem solving.
- ii. The expert services offered through RISE to the industry/organization are free of charge, however the industry/organization will still have to bear other costs involved such as travel claims and material costs in the project/collaboration;
- iii. The industry/organization can still apply for assistance or other initiatives to cover other costs in the project.

1.11 Governance

The implementation of RISE is regulated by two (2) committees, namely:

- i. **RISE Steering Committee**
RISE Steering Committee is the highest committee at the Ministry level whose role is to discuss the direction of the RISE initiative and set the policy matters that need to be implemented in improving this initiative.
- ii. **RISE Technical Committee**
RISE Technical Committee is a committee at the level of the expertise provider responsible for evaluating and considering applications.

1.12 Secretariat

RISE Unit
STI Enculturation and Service Division
Ministry of Science, Technology and Innovation
Level 5, Block C5, Complex C,
Federal Government Administrative Centre
62662 PUTRAJAYA
Tel. No. : 03-8885 8000
E-mel: helpdesk-rise@mosti.gov.my

2. APPLICATION

2.1 Eligibility requirements

Applications for RISE expertise are open throughout the year for:

- i. All businesses registered in Malaysia;
- ii. All public and private organizations registered in Malaysia; and
- iii. All associations/organizations registered in Malaysia.

Application must be registered online at www.rise.mosti.gov.my.

2.2 Criteria for consideration

The basic criteria for consideration are as follows:

- i. The application form submitted is complete;
- ii. Problems and expertise needed are clearly presented;
- iii. The required placement period does not exceed two (2) years; and
- iv. Availability of experts who are able to provide expert services.

3. EVALUATION

3.1 Preliminary screening

3.1.1 At this stage, each application submitted will be reviewed in accordance with the conditions in Item 2.

3.1.2 Eligible applications will be recommended to the Technical Committee for evaluation.

3.2 Technical Evaluation

3.2.1 At this stage, applications that pass the initial screening may be invited to present the application during the Technical Committee Meeting if necessary

3.2.2 Evaluation will be made based on and not limited to the following criteria:

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

4. RESULT AND ATTACHMENT

4.1 Notification of the Application Result

The result of the application will be notified to the applicant within fourteen (14) days after the Technical Committee of the expertise provider had convened.

4.2 Negotiation of the Terms and Conditions of Placement

4.2.1 Negotiations on the terms and conditions of placement can be done after the application is approved to ensure that the interests of both parties are protected.

4.2.2 This negotiation of terms and conditions takes into account and is not limited to the role, scope of cooperation, milestone schedule, objectives to be achieved, facility requirements, copyrights, profits (if any) as well as matters of services, facilities, leave and allowances of officers. The proposed terms and conditions of service are as in **Appendix B**.

4.3 Offer Letter

4.3.1 The organization of expertise provider will issue an offer letter to the industry/organization (applicant) along with the agreed terms and conditions.

4.3.2 The industry/organization must return the Letter of Acceptance to the expertise provider organization within fourteen (14) days from the date of the offer letter as an agreement to accept the placement of expert services.

4.3.3 The official notification by the expertise provider organization to the industry/organization for Item 4 shall contain and not limited to:

- i. Number and name of officers to be placed;
- ii. Project milestone;
- iii. Placement start and end dates; and
- iv. Placement method.

5. MONITORING

5.1 Placement Monitoring

5.1.1 To ensure that the objectives of the RISE initiative are achieved and provide the desired benefits, monitoring is carried out on an ongoing basis.

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.

6. ROLES

6.1 Roles and Responsibilities of the Industry/Organization (Recipients of Expertise Service)

- 6.1.1 To confirm acceptance of offer within the period stipulated by the expertise provider.
- 6.1.2 To present feedback on project progress.
- 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 expert.
- 6.1.5 To receive the secretariat's inspectorate visits to selected projects.
- 6.1.6 To maintain confidentiality of information gained from the expert.

6.2 Roles and Responsibilities of the Expert

- 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 (if relevant).
- 6.2.4 To maintain confidentiality of information obtained gained from the recipient of expert services.
- 6.2.5 To ensure that the industry/organization receiving expert services also gives due commitment in the implementation of the project as per the agreed terms and conditions.

6.3 Roles and Responsibilities of Expertise Providers

- 6.3.1 To provide assistance to the RISE secretariat at the ministry in promoting and encouraging participation from the industry/organization with problems.
- 6.3.2 To provide a list of experts for the purpose of attachment.
- 6.3.3 To ensure that matters pertaining to expert's service are managed well throughout the attachment period.

6.4 Roles and responsibilities of the Secretariat

- 6.4.1 To ensure that experts meet the requirements of qualifications and expertise.
- 6.4.2 To conduct monitoring to ensure that the attachment meets the terms, conditions, scope and milestone chart that have been set.
- 6.4.3 To verify project progress and final project reports.
- 6.4.4 To manage issues arising pertaining to the placement of expert services for the information of the head of the expertise provider organization.
- 6.4.5 To ensure that the recipient of expert services also gives due commitment in the implementation of the project as agreed in the stipulated terms and conditions.

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DESCRIPTION OF RISE INITIATIVE IMPLEMENTATION METHOD

1. Full Time Placement

- a. The full-time placement mechanism allows experts from the expertise provider organization to be placed full-time in the applicant's industry/organization for a maximum period of one (1) year.
- b. The expert placement period can be extended for another one (1) year if there is a need.
- c. The cost of expert emoluments will be borne by the expertise provider organization.

2. Part Time Placement

- a. The part-time placement mechanism allows experts from expertise provider organizations to be placed part-time in the applicant's industry/organization for a maximum period of one (1) year.
- b. The expert placement period can be extended for another one (1) year if there is a need.
- c. The cost of expert emoluments will be borne by the expertise provider organization.
- d. The experts involved are still working full-time in their respective organizations, but at the same time assisting the applicant's designated industry/organization.

3. Combined Full-Time and Part-Time Placement

- a. The combined placement mechanism allows experts from expertise provider organizations to be placed full-time and part-time in the applicant's industry/organization for a maximum period of one (1) year.
- b. This placement is more flexible where the implementation mechanism can be made in a combination of full-time or part-time.
- c. The expert placement period can be extended for another one (1) year if there is a need.
- d. For example, an expert can be placed full-time for three (3) months in the first phase of cooperation followed by part-time placement during the second phase until the end of the cooperation.

APPENDIX B

1. RISE INITIATIVE IMPLEMENTATION METHOD

COMPONENT	FULL-TIME	PART-TIME	COMBINATION
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: Cross Fertilisation Programme	Out-of-office assignment	Based on Service Circular PP 5/2011: Cross Fertilisation Programme
Sharing Method	Research, consultation, transfer of technology and/or training.		

2. PROPOSED TERMS AND CONDITIONS OF SERVICE

COMPONENT	FULL-TIME	PART-TIME	COMBINATION
Attachment Mechanisme	Full-time placement in the industry/organization receiving expert services	Non-full-time.	Full-time and non-full-time.
Emolument	Borne by the expertise provider organization		
Imbuhan Tetap	Borne by the expertise provider organization		
Allowance and Incentive Payment	Eligible to be paid by the expertise provider organization based on the current circular or policy of the expertise provider organization in force.		
Allowance	The industry/organization receiving expert services may provide allowances based on current circulars or policies in force at an agreed rate prior to placement.		
Travel Claims	Travel claims borne by the industry/organization receiving expert services.	Travel claims borne by the expertise provider organization or the industry/organization receiving expert services depending on the assignment	
Leave	Leave entitlement remains unchanged.	Leave entitlement remains unchanged. Administration and approval by the expertise provider organization.	

	Administration and approval by the industry/organization receiving expert services except that which requires approval by the head of department		
Housing Facilities	Eligible to remain in government housing/quarters. The industry/organization receiving expert services may offer housing facilities if available.		
Medical Facilities	Eligible for current government medical facilities according to the regulations in force. The parties receiving expert services 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 parties receiving expert services 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 organization.		
Special Financial Assistance/ Annual Remuneration/ Special Performance Payment/Bonus	Eligible for consideration by the organization if available. The parties receiving expert services may consider bonus at a prescribed rate.		
Work Hours	Subject to the working hours set by the parties receiving expert services.	Subject to the working hours mutually agreed by the organization and the parties receiving expert services.	
Compliance with Regulations and Discipline	Subject to the existing regulations of both parties.		

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