



SOLOMON ISLANDS NATIONAL UNIVERSITY

CONSULTANCY POLICY

November 2015

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Policy on Consultancy

Preamble

For the Solomon Islands National University (SINU), it is important to be the fountainhead of new ideas and of innovations in technology and science and with its natural resources to create an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge'. In fulfillment of these points of importance, SINU has taken the initiative to promote innovations and to facilitate protection of Intellectual Property (IP) thus generated at this university.

This policy on consultancy aims at addressing the concerns about the absence of a policy at the Solomon Islands National University. The absence of a consultancy policy has also prevented the University getting its fair share of income generated through consultancy activities. It must be noted that the staff get the consultancy assignments partly because of the good name of Solomon Islands National University and very often facilities of the University are used to conduct the consultancy work and also to prepare reports. The absence of a consultancy policy, however, has not prevented members of staff from participating in consultancy activities, either through the University or on private basis. This consultancy policy will enable the staff to conduct consultancy by following established and approved guidelines. This policy also clarifies the guidelines regarding donor funded research. The university staff is encouraged to undertake consultancy activities provided that they do not conflict with the interests of the university and do not interfere with their core activities in the University and are consistent with the guidelines.

1. Definitions

1.1 Consultancy means the provision of professional service to an external party for a

fee. University staff will be permitted to engage in any form of consultancy only if it is over and above their normal working load and does not in any way interfere with the performance of their normal duties.

1.2 Types of Consultancy:

- (a) 'Private Consultancy' means providing intellectual services for a fee or other remunerations by a member of staff in his/her personal capacity as an individual or through partnership, a company. Private consultancy could also include professional advice or services or expert witness testimony.

- (b) 'University sanctioned Consultancy' includes all professional activities which are performed in the University's name which involve the use of university resources and infrastructure. Consultancy arising from an MOU or understanding between the University and external organizations and also work performed under contract and classified as training programs and research and development come under this category.

- (c) 'Community Service Consultancy' includes activities undertaken by members of staff for charity, community or public purpose.

- (d) 'Research and Development' means any form of creative work which is undertaken to increase university's store of knowledge and the use of knowledge to develop applications.

- (e) 'Contract Research' means activities undertaken by a member of staff for organizations with some component of research.

- (f) 'normal working load' is defined as the total approved hours that a staff must work as per university's policy*.

***[HE-65% Teaching, 25% Research/Consultancy, 10% Administration, 5% Community/Industry Engagement]**

[TVET – 85% Teaching, 10% Administration, 5% Community Industry Engagement]

2.0 Introduction

2.1 This policy governs all consultancy activities of the Solomon Islands National University staff.

2.2 The time limit of consultancy is no greater than the equivalent of 1 day per week with a maximum of 52 days per year (8 working hours per week), subject to the approval of Vice Chancellor/Pro Vice Chancellor (Academic) or Pro Vice Chancellor (Corporate) and Dean. This time limit does not apply to members of staff who are on furlough, sabbatical or recreation leave.

2.3 Benefits and Risks of Engaging Consultancy Activities:

2.3.1 Consultancy activities provide two opposing views for the SINU and its staff. On one hand they are beneficial as

- (i) they bring the University in to close contact with a variety of external stake holders and interests.
- (ii) national benefits accrue from expert advice in the development of policy.
- (iii) students are given valuable education opportunities and added experience outside the University or in projects inside the University.
- (iv) the individual member of staff's professional standing is enhanced
- (v) income received would supplement the University's budget.
- (vi) they promote the University's image.

2.3.2 Risks: There are also some risks associated with consultancy activities for individuals and for the University.

- (i) It is possible that some legal and liability issues may arise from consultancy work and therefore it may be necessary that the staff and students are legally protected.

- (ii) Inaccurate and/or poor quality work arising out of consultancy could affect the reputation of the University.

3.0 Objectives of the Consultancy Policy are:

- 3.1 To encourage staff to participate in consultancies which bring opportunities and benefits to the University and its staff.
- 3.2 To define the University's expectations of consultation activities
- 3.3 To provide guidance to everybody as to the range of consultancy which can be undertaken using the SINU's name, services and resources etc.
- 3.4 To facilitate the negotiation and determination of contracts bringing significant benefits to the SINU.
- 3.5 To ensure that the undertaking of consultancy or paid outside work by members of the SINU is in accord with current award conditions and does not interfere with the proper functioning of the University.

4.0 Consultancy Activities - Examples

4.1 Collaborative Research

This term is applicable when joint research is developed between SINU and another university or an organization. Unless another arrangement is agreed to in advance, the ownership of intellectual property arising from collaborative research shall be retained by the SINU.

4.2 Contract Research

This is an activity undertaken by an employee of the SINU for an organization on a specific project with some component of research and some specific objectives which usually results in a deliverable report or a product. Ownership of any intellectual property that may arise out of the work shall be negotiated between the parties prior to the commencement of the work.

4.3 Laboratory Testing Services

The testing services provide by the SINU Laboratories will come under this category. Commercial rates will be charged for these services.

4.4 Position Related Consultancy

Work carried out by employees of the SINU including counseling, clinical work, and related professional activities where practice or staff development is required for professional accreditation. Vice Chancellor will determine conditions attached to the consultancy work. Currently, counseling and clinical work is performed as part of normal duties.

4.5 Information and Computer Technology Courses:

The SINU may use its computer facilities to offer ICT courses to outsiders. These courses can be conducted by individuals or a group of individuals or a department. Commercial rates will be applied to recover costs. These courses may be conducted by the Community Outreach and Lifelong Learning Centre when it is set up but should not take priority over normal university units.

4.6 Training Courses Conducted by Schools

In case of training courses that are arranged through the university on the request of a Government Department or a private organization, staff that carry out the training will be paid per hourly basis which is consistent with payments made to part-time academics. However, this will be for hours over and above the normal required workload. Staff cannot charge any consultation fees.

4.7 Short and Long Courses

Individuals or departments may conduct short courses (up to 2 weeks) and long courses

over 3-14 weeks. These courses require approval from the Vice Chancellor and staff that carry out the training will be paid per hourly basis which is consistent with payments made to part-time academics. However, this will be only for hours over and above the normal workload.

4.8 Funds Received from Donor Agencies to Conduct Research

Funds received from donor agencies for research do not come strictly under The Consultancy Policy. On the other hand, those who carry out research are not entitled For any payment as consultancy fees. They are only entitled for costs of travel, accommodation and per diem if research involves traveling. Cost of purchase of chemicals, instruments and cost of photocopying and printing can be covered by the funds received for research. The funds received must be deposited in a Special Purpose Account (SPA) and funds can only be withdrawn from that account with the approval of the leader of the research group and either Vice Chancellor or Pro Vice Chancellor (Academic) or Pro Vice Chancellor (Corporate). Once funds in the SPA are exhausted, no expenses can be claimed.

There could be instances where donor agency pays an amount for the consultant as consultancy fee to design questionnaires, produce reports and conduct research and in such cases, the consultancy amount can be paid to the staff if the work is done over and above the normal required workload and only after deducting 20% university's share and the expenses.

5.0 Activities that Require Prior Approval

5.1 Private consultancy

5.2 Any consultation activity for which an external organization pays for skills and expertise of a SINU staff.

- 5.3 Community service consultancy paid or unpaid.
- 5.4 SINU sanctioned consultancy.
- 5.5 Position related consultancy.
- 5.6 Contract research.
- 5.7 Laboratory testing services.
- 5.8 Training courses.
- 5.9 Membership of committees where the employer receives payments other than for expenses.
- 5.10 Conducting lectures or practicals for another organization.

6.0 Activities that are Exempt from the Consultancy Policy

- 6.1 Refereeing of books, preparation of papers for journals and presentation at conferences.
- 6.2 Examination of theses for other universities.
- 6.3 Advices to council of inquiries, tribunals and the community.
- 6.4 Occasional lectures, broadcast or participation in a forum.
- 6.5 Writing and publishing of books.

7.0 Consultancy Rates

- 7.1 In case of private consultancy, 20% of total money paid must be paid to the University. In addition, any expenses incurred by the SINU also must also be paid to the University
- 7.2 In case of training programs conducted by the SINU for another organization, a staff member cannot claim any consultancy fee but are entitled to be paid for conducting lectures and practicals on hourly basis for hours over and above normal required workload at par with the payments made for part-time staff.

- 7.3 For research conducted with funds received from donor agencies or Government Departments, staff are not entitled for any consultation fees. However, they will be able to claim traveling expenses such as air tickets, accommodation and per diem if they have to travel away from the SINU for conducting research
- 7.4. For university sanctioned consultancy, appropriate per diem allowances shall be paid who are required to do consultancy work away from the SINU.
- 7.5 Payments to employees of the SINU will be made with appropriate deductions for tax based on taxation laws of the Solomon Islands.

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