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Agreement between the Norwegian Ministry of Foreign Affairs and Innovation Norway

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Chapter 1 – Introductory Provisions

Article 1. Parties to the agreement

The parties to this agreement are the Norwegian Ministry of Foreign Affairs [Utenriksdepartementet] and Innovation Norway [Innovasjon Norge] (the company).

Article 2. Purpose and scope of the agreement

This agreement governs the co-operation between the foreign service and Innovation Norway on co-ordinating efforts to promote Norwegian trade and industry abroad. The co-operation shall take place in accordance with Innovation Norway's mandate and with Norwegian legislation, the Foreign Service Instructions and Norway's international obligations.

The parties' common objective is to strengthen innovation and internationalisation in Norwegian trade and industry, international technological co-operation and promotion and marketing of Norway as a tourist destination, and to contribute to increased foreign investment in Norway. The primary objective is to strengthen business and industry in Norway.

In order to ensure optimal co-ordination, a uniform, easily accessible and customer-oriented user interface, and the strongest possible presence abroad, Innovation Norway's activities abroad shall be integrated into the foreign service. The parties' aim is to offer enterprises and co-operation partners a seamless facility both nationally and internationally.

The board of Innovation Norway adopts the strategic, resource-related, geographical and commercial priorities for the company's internationalisation efforts and activities abroad.

The parties intend to employ proactive and simple working methods in their contact with enterprises and co-operation partners. The parties shall co-operate on promoting the company's international profile.

The Head of Mission shall have overall responsibility for the integration and for promoting trade and industry in general at the mission. The Head of Mission shall also give priority to this field.

Chapter 2 – Integration and organisation of the co-operation

Article 3. The company's representatives and local employees abroad

Innovation Norway determines in which foreign markets the company is to have representatives and how many offices the company is to have abroad at any given time.

Innovation Norway also determines its need for local employees abroad with the aim of achieving a reasonable balance between specialised and support personnel at each mission.

Article 4. Integration

Innovation Norway's personnel and offices abroad shall be integrated into the foreign service and notified to the host country if accepted by the host country authorities.

In places where Innovation Norway is not represented by its own personnel, the local foreign service mission shall represent the company.

Article 5. Co-location

The integration referred to in Article 4 shall be implemented by means of physical co-location where possible. In cases where physical co-location cannot be implemented immediately, this shall be done as soon as conditions so permit. When assessing this question, account shall be taken of practical, economic and commercial factors and the suitability of the premises.

Even in cases where physical co-location has not been implemented, the company's office shall constitute an integrated part of the foreign service mission concerned, which shall be responsible for administration and operations as soon as conditions so permit.

If the host country does not accept notification of Innovation Norway's office as part of the foreign service mission in cities where both parties are represented, the company's office shall not constitute an integrated part of the foreign service. In such cases, Innovation Norway shall be responsible for running the office.

Article 6. Location in a different city

In cities where there is no foreign service mission, Innovation Norway may have its own office where this is in the interest of trade and industry. The office shall be integrated into the foreign service in accordance with Articles 4 and 5.

If the host country does not accept notification of such an office as part of the foreign service mission, the office shall not constitute an integrated part of the foreign service. In such cases, Innovation Norway shall be responsible for running the office.

Article 7. Co-ordination

In cases where Innovation Norway has offices that are not integrated pursuant to Articles 5 and 6, the offices shall co-ordinate their activities with the respective foreign service missions.

Article 8. Organisation of efforts to promote trade and industry at foreign service missions

Efforts to promote trade and industry at foreign service missions shall be organised with a view to user friendliness and accessibility for enterprises and co-operation partners. Provision shall be made for maintaining activities in the event of absence, for example in connection with holidays, business travel, sickness and leave.

A special representative or qualified local employee financed by Innovation Norway shall head the foreign service mission's efforts to promote trade and industry and shall serve as the Head of Mission's main adviser in this field.

Efforts to promote trade and industry may be organised in a separate unit at the foreign service mission where this is expedient. All special envoys and local employees at the mission who are financed by Innovation Norway shall be included in the unit.

In relation to the host country authorities, all the personnel at a foreign service mission, including special representatives and local employees financed by Innovation Norway, constitute a unit for which the Head of Mission is responsible.

Innovation Norway may decide to delegate regional responsibility to one of its special envoys.

At foreign service missions where Innovation Norway is not represented, the mission shall organise its work with a view to achieving the objectives of this agreement.

Article 9. Separately organised activities

The parties may together facilitate activities to promote trade and industry outside the foreign service mission. By activities to promote trade and industry is meant organisational structures, measures, campaigns, etc., that help to promote Innovation Norway's objectives.

Article 10. Establishment or termination of representation abroad

In cases where there are plans to establish, terminate, or make staffing or other changes in Innovation Norway's representation abroad, the Ministry of Foreign Affairs shall be consulted in good time before a decision is made.

Any planned changes in foreign service missions that are expected to have particular consequences for the company's activities shall be submitted to Innovation Norway for comment.

Chapter 3 – Employment and Notification

Article 11. Employment as a special representative

The Ministry of Foreign Affairs will give Innovation Norway's representatives temporary employment as special envoys. The terms of employment and working conditions are governed by the Foreign Service Instructions, the Ministry of Foreign Affairs' personnel regulations and other provisions applicable to the public sector. The period of employment may not exceed four years.

Article 12. Procedure for recruitment of special envoys

Special envoys who are to be financed by Innovation Norway are employed by the Ministry of Foreign Affairs in accordance with the rules governing public-sector employment. Employment is given on the basis of recommendations from Innovation Norway.

Article 13. Employment of local employees

Local employees financed by Innovation Norway are employed by the foreign service mission concerned on the recommendation of Innovation Norway. The terms of employment and salary for local employees are to be in line with those for comparable positions in the country concerned.