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**Ordinance
of the Swiss Innovation Agency
on the Fees and other Contractual Conditions
for Members of the Innovation Council and on the
Remuneration of Experts
(Innosuisse Remuneration Ordinance)**

of 20 September 2017 (Status as of 1 January 2021)

approved by the Federal Council on 15 November 2017

The Board of Directors of the Swiss Innovation Agency (Innosuisse)

based on Article 7 paragraph 1 letter k of the Innosuisse Act of 17 June 2016¹
(SIAA),

ordains:

Section 1 Fees for Members of the Innovation Council

Art. 1 Basic fee

¹ Members of the Innovation Council are entitled to a basic fee of CHF 20,000 per annum. The basic fee is equivalent to 10 per cent of a full-time annual salary of CHF 200,000.

² The basic fee is compensation for the following commitments, unless a flat-rate payment is intended for any of them:²

- a. participating in Innosuisse's ordinary and extraordinary meetings;
- a^{bis}.³ preparatory and follow-up work to meetings;
- b.⁴ evaluating and supervising up to 30 innovation projects;
- b^{bis}.⁵ evaluating and supervising other funding proposals;

AS 2017 6643

¹ SR 420.2

² Amended by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

³ Inserted by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

⁴ Amended by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

⁵ Inserted by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

- c.⁶ all measures relating to the appointment of experts, coaches and mentors;
- d. developing proposals for the funding strategy and instruments for the Board of Directors and performing activities in relation to the development of multi-year programmes on behalf of the Board of Directors;
- e. performing activities within the Innovation Council's competencies that lead to the adoption of implementing provisions in accordance with Article 10 paragraph 1 letter b SIAA;

f.⁷ ...

³ The basic fee increases by CHF 5,000 per year whenever a member of the Innovation Council is elected to one of the following positions in addition to their regular tasks:

- a. a managerial position in the Innovation Council;
- b. a member of a committee that makes decisions regarding funding applications and measures; this excludes membership of regular theme-based bodies and of non-permanent bodies that are put together on an ad hoc basis.⁸

⁴ ...⁹

⁵ The basic fee is paid every six months for the previous half calendar year.

Art. 2 Individual flat-rate payments

¹ In addition to the basic fee, members of the Innovation Council are entitled to the following individual flat-rate payments for performing the services listed below:

- a. CHF 2,000 per year for being a member of a body without autonomous decision-making powers set up by the Innovation Council on a temporary basis; if the member sits on this body for less than one year, the flat-rate will be paid *pro rata*;
- b. CHF 500 for participating in a meeting of a jury with changing membership and without autonomous decision-making powers in order to prepare decisions; where more than five hours' presence is required, the flat-rate payment rises to CHF 1,000;
- c. CHF 500 for giving a talk or otherwise appearing on behalf of Innosuisse; where more than five hours' presence is required, the flat-rate payment rises to CHF 1,000;
- d. CHF 100 for evaluating and supervising an innovation project, from the 31st innovation project in any calendar year;

⁶ Amended by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

⁷ Repealed by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and with effect from 1 Jan. 2021 (AS 2020 4991).

⁸ Amended by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

⁹ Repealed by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and with effect from 1 Jan. 2021 (AS 2020 4991).

- e. flat-rate payments under Article 4 paragraph 1 letters a–g for assessing a funding application or a funding measures;
- f. CHF 500–1000, at the discretion of the Innosuisse director, for fulfilling individual special tasks not covered by the other flat-rate payments or by an increase in the basic fee.¹⁰

^{1bis} Preparatory and follow-up work for tasks for which a flat-rate payment is paid is covered by the flat-rate payment.¹¹

² The individual flat-rate payments are paid every six months for the previous half calendar year. For this purpose, the members of the Innovation Council must provide Innosuisse with a detailed list of the services they have provided for the settlement.

Art. 3 Maximum remuneration amount

¹ The total remuneration from basic fees and individual flat-rate payments shall amount to no more than CHF 40,000 per annum for any member of the Innovation Council.

² ...¹²

Section 2 Remuneration for Experts

Art. 4 Individual flat-rate payments

¹ Experts within the meaning of Article 10 paragraph 2 SIAA only receive flat-rate payments in accordance with the following provisions:

- a. CHF 1000 for the initial assessment of a large-scale specific funding measure spanning several years;
- b. CHF 500 for the initial assessment of a grant application for an innovation project or theme-based specialist event;
- c. CHF 100 for the initial assessment of an application for an innovation cheque and for assessing interim and final reports on innovation cheques
- d. CHF 250 for initial assessments of funding applications and measures that do not fall under letters a–c;
- e. CHF 250 for assessing the conditions for all types of funding measure, for assessing interim reports on coaching measures and for assessing interim and final reports on innovation projects;

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¹¹ Inserted by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

¹² Repealed by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and with effect from 1 Jan. 2021 (AS 2020 4991).

- f. CHF 500 for carrying out on-site assessments of an ongoing or concluded funding measure; where more than five hours' presence is required, the flat-rate payment rises to CHF 1,000;
- g. CHF 500 for interim and final assessments not covered by letters c, e or f; if the assessment is particularly complex or time-consuming, the Innosuisse Secretariat may double the fee;
- h. CHF 50 for clarifications that need to be made before funding measures to be continued and which are not made as part of the assessments under letters a–g;
- i. CHF 100 for clarifying assessments to applicants orally;
- j. CHF 500 for giving a talk or otherwise appearing on behalf of Innosuisse and for taking part in meetings and events where participation is required in order for the expert to fulfil their tasks; where more than five hours' presence is required, the flat-rate payment rises to CHF 1,000;
- k. CHF 500–1000, at the discretion of the Innosuisse director, for assessing the qualifications of coaches and mentors and for conducting similar special tasks not covered by the usual flat-rate payments.¹³

^{1bis} Initial assessments within the meaning of paragraph 1 letters a–d shall include a written report and where necessary an oral explanation of the report given to the decision-making body.¹⁴

^{1ter} Preparatory and follow-up work for tasks for which a flat-rate payment is paid is covered by the flat-rate payment.¹⁵

² Article 2 paragraph 2 applies to the payment procedure.

Art. 5¹⁶ Maximum remuneration amount

¹ The maximum remuneration amount per expert and year is:

- a. CHF 30,000;
- b. CHF 45,000 for experts with specific specialist knowledge that is unavailable from other experts.

² If it is not possible to recruit additional experts for the implementation of a temporary special programme for reasons of quality or time, the Board may increase the maximum remuneration amount to a maximum of CHF 45,000 per year for all experts for a limited period of one year.

¹³ Amended by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

¹⁴ Inserted by No I of the O of the Board of Directors of Innosuisse of 16 Sept. 2020, approved by the FC on 4 Nov. 2020 and in force since 1 Jan. 2021 (AS 2020 4991).

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