

Role of a manager for knowledge-secure collaboration

As a manager, you have an important role in entering into or extending international collaborations by you or colleagues you manage and in identifying knowledge security issues. The VU has a [binding knowledge security framework](#) for entering into or extending international collaboration. Entering into or extending international collaborations means:

- Recruiting (scientific) staff*;
- Inviting guest researchers or hosting guests for some time;
- Granting courtesy privileges (gastvrijheid);
- Receiving a delegation;
- Appointing an endowed professor;
- Intending to draw up a collaboration agreement (NDA, MoU, Lol, contract or otherwise);
- Setting up a joint education program or drawing up an inter-institutional agreement;
- Planning to establish shared facilities or to attract foreign investment;
- Being the project coordinator/secretary in a research consortium;
- Conduct research and/or write a scientific article with colleagues of a foreign institution.

Since the first of September 2023 six questions must be answered from the Knowledge Security framework VU. If you or a colleague answered yes to one or more questions or if you have doubts about one or more *questions*, you must complete the comprehensive knowledge security questionnaire. You should then discuss the completed questionnaire with the knowledge security contact person within your faculty or service. The comprehensive questionnaire [can be found here](#). The contact persons can be found on the employee page for knowledge security. If you are not involved in the assessment, always check with the colleague in question whether the knowledge security framework has been followed. The intention is not that you as a manager assess the content (unless that is your role), but that you verify whether the binding framework has been followed and that when answering the questions with 'yes' or if there are any doubts, the faculty contact person for knowledge security has been consulted.

As a manager, you also have an important role in identifying **knowledge security issues** after entering into a collaboration, such as:

- Unauthorized access to (sensitive) information or physical spaces;
- Irregularities in the use of company resources;
- Unusual activity on the VU network;
- Loss or theft of physical and digital data;
- Striking behavior or expressions of an employee.

If you have any concrete signs or doubts about this, please contact the knowledge security advisory committee (kennisveiligheid@vu.nl). Naturally, you can also contact your director of operations / service director or a confidential counselor.

**A [factsheet](#) is available for when hiring new employees. This factsheet lists the most important points that, you as a manager, should pay attention to when hiring new employees. Furthermore, mitigating measures are suggested when you decide to hire someone with a high-risk affiliation. The faculty contact person and the Knowledge Security Advisory Committee will provide support in taking such measures.*