



DESCRIPTION OF THE SUBJECT OF THE ORDER

I. GENERAL INFORMATION:

The subject of this purchase order is the organization and delivery of a training series by an European accelerator to the PORT staff. The overall goal of the training is to develop and implement an effective dissemination of the scientific outcomes to the commercial world, supported by the acquisition of contacts and communication with experts in the field of advanced technologies. The European accelerator should assist in gaining experience in the field of acquiring contacts, arrange meetings with representatives of international companies in the field of advanced technologies and the attitude of actively processing industry needs into possible technological and material solutions. The training should cover business building methods used by the accelerator. As a part of the training, meetings with industry representatives and potential investors or recipients of the technology should be carried out in order to familiarize the participants of the training with the requirements and needs of the anti-icing coatings and wind energy market.

Training requirements:

- The offer should include: 3-months long trainings for at least 2 people from the Technology Transfer Department and at least 2 scientists, which will be completed by the 31.12.2023.
- The following training components are required:
 - Training organizer should guarantee at least one expert delivering the training in English.
 - The training should be carried out on-site in Eindhoven (the Netherlands), with the possibility to include on-line sessions, where applicable, with the quality of the training maintained.
 - The organiser is to provide a training venue in Eindhoven, with a dedicated room space equipped audio and visual equipment, internet connection.
 - The schedule and location of the training should be sent to the Ordering Party for approval at least two weeks before its commencement.
 - The on-site training should include at least 2 coffee breaks containing refreshments coffee/tea and sweet or savoury snacks.
 - In case of the hybrid form, the online part should be conducted using a freely available and free platform such as Zoom, MS Teams, Google Meeting or other. Links to the online trainings should be sent at least 3 business days in advance.



- The training materials in the form of presentations and exercises should be provided to the training participants in electronic form each time after the end of the training day within 2 working days.
 - In the training program, the trainer will include the individual consultations with the participants. After the training, the trainer will provide the participants with personal certificates confirming the completion of the training, along with a description of the training program and the effects achieved by the participants.
 - The Contractor is obliged to mark documents and materials with the NAWA mark (the pattern will be made available by the Ordering Party) for the documents and materials for persons participating in the training, e.g.
- The aim of the training is to develop an effective method of disseminating innovative solutions into the industry.
 - Specific objectives for technology developers (scientists): getting familiarized with commercialization methods, learning how to establish contacts and communicate with experts in the field of advanced technologies.
 - Specific objectives for employees of the Technology Transfer Department: getting to know and reviewing commercial potential of the technologies and business acceleration methods in order to possibly adapt them to Polish environment at Łukasiewicz – PORT.
 - The training should include at least one meeting and at least one consultation with the industry experts every 3 months arranged by the contractor. The aforementioned meetings and consultations (mentoring may be possible) should be conducted with industry representatives and potential investors or technology recipients in order to learn about the requirements and current needs of the anti-icing coatings and wind energy market.
 - Participants should gain knowledge on how to plan the necessary works enabling the implementation of the developed anti-icing coating technology on the European market with the support and knowledge of the accelerator and its contacts.
 - The training should include at least the following thematic blocks:
 - Business models
 - Methods of building a start-up
 - Creating a complementary team
 - Aspects of technology valuation
 - Analysis of intellectual property, its status and IP management strategy
 - Market research



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- Legal elements in the scope of the company's activities
- Product development path planning
- Analysis of the market competitiveness of the technology

- The training can be delivered in a hybrid form: on-site and on-line. The Ordering Party requires a minimum of 15 days of on-site training per 1 training participant, which in total gives a minimum of 60 days of on-site training. One training day includes a minimum of 6 didactic hours (one didactic hour = 45 minutes).

The dates of the training will be set no later than within 14 days of signing the contract.

The person conducting the training should have the following qualifications:

- higher education
- at least 2 years of work experience in a European accelerator and knowledge of the training conducted within a given thematic block, supported by professional experience.

The Ordering Party reserves that some of the trainings may change the formula due to the epidemiological situation and the resulting restrictions, and thus from the hybrid variant to the completely online variant.

The Contractor will be obliged to prepare a report on the conducted trainings. The report should include, among others, such information as: titles of thematic blocks of training along with their schedule, attendance list of training participants and speakers. The report should be delivered to the Ordering Party by e-mail within two weeks from the date of completion of a given training block and should bear the NAWA logo (provided by the Ordering Party).

As a result of the training, the participants of the training should acquire knowledge and skills in the field of business modeling, methods of building a start-up, creating a complementary team, aspects of technology valuation, analysis of intellectual property, its status and IP management strategy, market research, legal elements in the field of company operations, product development path planning and technology market competitiveness analysis.



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The Purchaser shall not be liable for any damage to the Contractor's equipment.

ADDITIONAL INFORMATION

A contract will be concluded with the selected Contractor. When submitting an offer, the Contractor is obliged to provide a training schedule with a list and short description of thematic blocks and the method of implementation of a given block (online or on-site). The non-disclosure agreement (NDA) will be signed with the selected Contractor, a draft of agreement NDA is attachment no 7 to ToR.



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