Regional Programme Committee (UIP-PC): ToR for the Committee Members: STUDENTS

I. Background

The WBCInno project is supported by the TEMPUS programme and European Commission (EACEA). It has an overarching aim to contribute to the modernization of Western Balkan universities through the strengthening of their management structures/services for cooperation with the world of business in the areas of knowledge transfer, research and innovation. It has as its ultimate goal the creation of strong entrepreneurial universities and innovative regions.

The main focus is to develop the University Innovation Platforms supported by collaborative software tools for innovation management, with the intention of gathering new ideas from university staff and students, and boosting knowledge transfer and commercialization of R&D results. University structures and services will be developed and modernized for efficient support in the development of Business Incubators (BIs) and Science Technological Parks (STPs) in WBCs.

In order to achieve the objectives, 17 institutions are involved in the consortium:

- 5 universities from 3 Western Balkans` countries:
    - Serbia – University of Kragujevac (UKG project coordinator), and University of Novi Sad (UNS),
    - Bosnia and Herzegovina – University of Zenica (UZ) and University of Banja Luka (UBL)
    - Montenegro – University of Montenegro (UM).
- 7 Western Balkans business and innovation support institutions: Business Technology Incubator of Technical Faculties - Belgrade (BITF, Serbia), Business innovation centre LLC – Kragujevac (BIC, Serbia), Business Incubator - Novi Sad (UNS, Serbia), Intranea Solutions – Kragujevac (INT, Serbia), Business Service Center of Government of Zenica-Doboj Canton – Zenica (BSC, Bosnia and Herzegovina), Innovation centre Banja Luka (ICBL, Bosnia and Herzegovina), Busines Incubator "Inventivnost" – Podgorica (UPG, Montenegro)
- 4 EU universities: University of Brighton (UB, United Kingdom), Graz University of Technology (TUG, Austria), University of Alicante (UA, Spain) and Hamburg University of Technology (TUHH, Germany)
- 1 EU research centre: Centre for Social Innovation (ZSI, Austria)

II. Objectives

The Regional Programme Committee will be responsible for facilitation of the development of sustainable Regional University Innovation Platform (UIP) at five participating Western Balkans universities (universities in Kragujevac, Novi Sad, Zenica, Banja Luka and Podgorica respectively).

Each of 5 WB universities shall be equally represented in the University Innovation Platform Programme Committee (UIP-PC) by 3 members, which shall make total of 15 members of the Committee. Country

representations shall consist of 2 members of academic staff and one representative of student organisations.

III.   Description of work

The work of the UIP-PC is planned within the project set of activities focusing on coordination of the design and implementation of University Innovation Platforms (UIPs). However, the activities of UIPs will be interlinked to other sets of planned activities, such as establishment and/or reinforcement of university knowledge transfer units, overall project quality assurance, etc.

Thus, it is expected that UIP-PC will conduct their activities in close cooperation with the Coordinator of the project (UKG), , WP1 leader (UB), Task leaders for act. 1.1. (TUG), act.1.2 (UNS), act 1.3 (UM), act.1.4 (UB) and act.1.5. (UKG), WBC project partners as well as other bodies established and/or further developed at the Western Balkan Universities (Business Service Offices, Quality Assurance Project Team, Regional Programme Committee for BI/STP, existing TTOs and/or R&D Service Centres).

In more concrete terms, they will be responsible for the coordination of the development of "Regional University Innovation Platform at WBC universities". The aim of the UIPs is to facilitate the definition of priority research areas, focusing on the identified needs of the region, as well as providing a set of strategic measures for:

• capitalizing of university knowledge and research potential
• commercialization of research results and their transformation in innovation,
• development of cooperation between universities and enterprises,
• encouraging students/researchers to establish start-ups and spin-offs
• strengthening the university capacity to support the development of BIs and STPs

Western Balkan universities will implement the adopted Regional University Innovation Platform during the project lifespan. UIP operation and performance will be monitored (internally and externally) on an ongoing basis. Regional Programme Committee will be responsible for coordination of its tuning based on monitoring results.

The involvement of the experts in the UIP-PC is expected throughout the project lifespan, i.e. until 15th October 2015.

Activities

Activities and sub-activities	Expected Period
Activity 1.4 - Design and development of Regional UIP for WBC universities with defined focus and priorities	**10.06.2013 - 28.10.2013.**
1.4.1 Review outcomes of 1.1 & 1.2 and draft UIP functionality specification	10.06.2013 – 29.07.2013.
1.4.2 UIP-PC to review draft specification and provide feedback	29.07.2013 – 19.08.2013.
1.4.3 Finalise UIP functionality Specification	19.07.2013 – 26.08.2013.

1.4.4 Design UIP in terms of operational content to meet agreed specification	02.09.2013 – 27.09.2013.
1.4.5 UIP-PC to review design and provide feedback	27.09.2013 – 07.10.2013.
1.4.6 Finalise V1 Design of UIP.	07.10.2013 – 28.10.2013.
Activity 1.5 - Implementation, monitoring and tuning UIP at UKG, UNS, UZ, UBL and UM	**28.10.2013 – 14.10.2015.**
1.5.1 Develop Draft Implementation Plan	28.10.2013 – 18.11.2013.
1.5.2 Circulate Draft Plan to Partners	18.11.2013 – 22.11.2013.
1.5.3 Partner response time	22.11.2013 – 08.01.2014.
1.5.4 Responses returned	08.01.2014 – 10.01.2014.
1.5.5 Finalise roll-out plan	10.01.2014 – 27.01.2014.
1.5.6 Circulate Plan	27.01.2014 – 31.01.2014.
1.5.6 Draft Monitoring Mechanism Proposals	28.10.2013 – 18.11.2013.
1.5.7 Circulate Porposals to Partners for comments and feedback	18.11.2013 – 22.11.2013.
1.5.8 Partner response time	22.11.2013 – 08.01.2014.
1.5.9 Responses returned	08.01.2014 – 10.01.2014.
1.5.10 Finalise monitoring mechanisms and circulate necessary monitoring tools	10.01.2014 – 27.01.2014.
1.5.11 Oversee implementation of Implementation Plan	03.02.2014 - 14.10.2015.
1.5.12 Monitor performance of UIPs using monitoring tools	24.03.2014 - 14.10.2015.
1.5.13 Use monitoring process to tune UIPs and update roll-out	08.09.2014 - 14.10.2015.

Outputs:

- Publication "Regional University Innovation platform at WBC universities"
- UIP developed and processes in place for ongoing upgrading (D.1.4. and D1.5.)

Deliverables:

Project reference number	*Title*	*Delivery date*
D 1.4.	Regional University Innovation Platform	15/11/2013
D 1.5.	Regional UIP implemented, monitored and refined	15/10/2015

IV.   Characteristics of the experts

- Members of student organisations of the Western Balkan partner countries
-Involvement in activities dealing with support to student innovativeness, entrepreneurship and start-up activities
- English language skills, speaking and writing

V.   Selection

Selection will be carried out by the WBCInno project teams of respective WBC universities, based on the criteria described in the ToR. Each university shall apply their own institutional practice for the appointment of experts.

The selection results will be forwarded to the project Steering Committee for final approval.