

STAFF EXCHANGE PROGRAMME

ProTon Europe STAFF EXCHANGE PROGRAMME

The programme offers opportunities for members of ProTon Europe to visit other members in their everyday working environment, to learn from each other, to share experience and to develop network relations.

GOALS

Continuous professional development of staff involved in technology transfer office activities

“On-the-job training” is a tried and tested way to develop new skills based on practical and hands-on experience. Many people learn more effectively by exploring “what-to-do” and “how to do” in real life scenarios. The programme allows visitors to experience at first-hand how some of Europe's best performing university transfer offices are managed.

Promote dissemination of good practice across Europe

Sharing experience is a powerful aid to disseminate good practice. During and after their visit participants will study and report on good practice, thereby communicating to others some of the experience gained during their visit.

Build a community of European TO professionals

“Networking” based on “face-to-face” exchanges give participants an opportunity to establish personal relationships, which will facilitate future contacts to support the transfer of good practice. The programme will bring together TO professionals from across Europe and thus strengthen the creation of a community of European TO peers.

WHO CAN PARTICIPATE ?

The programme is a service offered to Full Members of the ProTon Europe Association, i.e. staff working in Transfer Offices of Universities and Public Research Centres in the European Union and Candidate and Associated Countries. If you are not already a member, you may contact the ProTon Europe secretariat to receive information on membership conditions and the admission procedure or visit us at www.protoneurope.org

The programme now is also open for non-Member organizations. Non-Members who participate in the Staff Exchange programme pay a double fee. If you would like to become a Member of ProTon Europe, please submit your application at the website of ProTon Europe.

Hosts: Knowledge Transfer Offices may qualify to be a host if:

1. they have an established track record and would like to share their professional experience with staff from a KTO in another country;
2. they are in an early phase of development and would benefit from the visit of an experienced Transfer Officer from another country.

Visitors: KTO staff may qualify for visitor status if

1. their office is in an early phase of development and they could benefit from visiting a successful KTO in another country;
2. a junior member of staff could benefit from on-the-job training in an experienced KTO abroad;
3. a senior member of staff in a well-established KTO could benefit from a short visit to a counterpart in another country in order to upgrade his/her knowledge in a specialised area in which the host excels.

Priority will be given to organisations applying for the first time although any member may participate with several staff and at any appropriate staff level if funding and other conditions can be agreed upon.

FORMAT AND APPLICATION PROCEDURE

A Staff Exchange visit shall take a minimum of 2 days (excluding travel time) and a maximum of 5 days. Participants may extend their visit beyond 5 days on a self-funding basis, on the condition that there is a written agreement between the visitor and the host. Visitors are requested to complete a specially designed report form following the exchange. Members may apply to become a host and/or a visitor. Non-Members can only apply for becoming a visitor and pay double fees. ProTon Europe will review applications for eligibility and give notification of its approval/refusal and the reasons therefore on a monthly basis. Every effort will be made to ensure an even geographical spread among funded applications.

FINANCIAL CONDITIONS

The fee per Staff Exchange depends on whether applicants are Member of ProTon Europe. **Member organizations** pay a fee per visitor of €800, plus the applicable VAT. **Non-Member organizations** pay a fee per visitor of €1.600, plus applicable VAT.

Fees for ProTon Europe Member organizations

Hosts:

The hosting organization invoices to the Visitor a fee of € 650, plus VAT if applicable (depending on the VAT position of the host organization in the country of origin).

The host organization may offer special arrangements or assist with acquiring subventions for the staff exchange to the Visitor.

Visitors:

The staffing organization receives separate invoices from the hosting organization and from ProTon Europe.

The Visitor receives from the hosting organization an invoice of € 650, plus VAT if applicable (depending on the VAT position of the host organization in the country of origin).

The Visitor receives from ProTon Europe an invoice of € 150, plus 21% VAT (Belgium).

The Visitor is asked to cover the cost for travel, accommodation and subsistence.

Fees for non-Member organizations

Hosts:

The hosting organization, who always is a ProTon Europe Member, invoices to the Visitor a fee of € 1.300, plus VAT if applicable (depending on the VAT position of the host organization in the country of origin).

The host organization may offer special arrangements or assist with acquiring subventions for the staff exchange to the Visitor.

Visitors:

The Visitor receives separate invoices from the hosting organization and from ProTon Europe.

The Visitor receives from the hosting organization an invoice of € 1.300, plus VAT if applicable (depending on the VAT position of the host organization in the country of origin).

The Visitor receives from ProTon Europe an invoice of € 300, plus 21% VAT (Belgium).

The Visitor is asked to cover the cost for travel, accommodation and subsistence.

APPLICATIONS

If you are candidate to be a host or visitor and wish to participate in the Staff Exchange programme you can do the following.

If you are ProTon Europe Member and look forward to become a host in the Staff Exchange programme, please send an email to secretariat@protoneurope.org

If you are interested to visit a hosting organization in the Staff Exchange programme, please do the following. Applications consist of 5 easy steps:

1. Complete the [application form](#) stating which areas you are interested in. It would be helpful if you could identify which host organisation you would like to visit. Participating hosting organizations are listed on the ProTon Europe website. If you would like to identify additional opportunities, the secretariat will help with the matching process.
2. Send a CV and a letter of motivation explaining why you wish to participate in the exchange.
3. Once your application has been approved by ProTon Europe, the secretariat will help you organise the staff exchange.
4. On completion of the staff exchange, you will receive an invoice from the hosting organization and an invoice from ProTon Europe.
5. After completion you will be asked to submit a brief report describing the staff exchange and highlighting the benefits. This should be sent to the secretariat in electronic format.

ProTon Europe will arrange the placement with the host and send you all details. Places are limited to 4 per host on each visit.



Innovation from Public Research

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