

# Staff Exchange Programme

## PROTON EUROPE STAFF EXCHANGE SCHEME

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 MAY PARTICIPATE ?

The programme is an activity offered to full members of the ProTon Europe network, 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](http://www.protoneurope.org) and click on Application for Membership.

**Hosts:** TOs 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 TO 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:** TO 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 TO in another country;
2. a junior member of staff could benefit from on-the-job training in an experienced TO abroad;
3. a senior member of staff in a well-established TO 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

The programme budget may fund up to 20 exchanges per year. For funding purposes, an exchange visit must last a minimum of 2 days (excluding travel time) and a maximum of 5 days. Each application must outline the objectives of the visit. Participants may extend their visit beyond 5 days on a self-funding basis, on 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 and to send an electronic version to the Secretariat, as a condition for funding. The programme is continuously open for applications and for as long as funding is available. Members may apply to become a host and/or a visitor.

The Board of Management of 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

Hosts: Funding consists of:

- a flat-rate payment of 800 euro, regardless if the visit last 2 or 5 days, as a contribution to the cost of manpower and resources mobilised to receive the visitor.  
All payments will be made to the employer institutions of the visitor and the host, after the visit has taken place and upon completion and approval of a short report by the visitor.

Visitors: Funding consists of :

- a flat-rate per diem allowance of 100 euro per day or part day spent with the host, for a minimum of 2 days (excluding travel time) and a maximum of 5 days;
- a reimbursement of the economy-class air ticket or the first-class train ticket.

## REQUEST FOR APPLICATION FORMS

Whether you are candidate to be a host or visitor and wish to participate in this staff exchange scheme, please request the application form from the ProTon Europe Secretariat.



### How to join ProTon Europe ?

Refer to the web-site: [www.protoneurope.org](http://www.protoneurope.org) and click on Application for Membership, or phone, fax or e-mail the office below

**Proton Europe Secretariat**

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