

# Information Package for WEAR Mentors

## Introduction

This document provides information about procedures and responsibilities for Mentors (Main mentor, mentor and / or member of Monitoring Committee)

We aim to create central information points to answer your questions as much as possible, and as the project develops, more information for you, the expert, will be added to the website. However, we are aware that as we build upon existing networks and contacts, individual support and arrangements may be required. Please contact [Camille Baker and Lucy Bunnell](#) for further clarification or queries on the Mentoring process.

For all roles it is important that you are, or represent a legal entity (company, freelancer, university, etc.), and that you are able to issue invoices in order to be paid by the WEAR project coordinator. If you are unsure about your status, please contact [Heritiana Renaud Ranaivoson](#).

For each role you will be required to sign a contract and code of conduct, supplied by project coordinator imec.

If you are considering to apply for funding, or work with an applying team, please check with us first if there is a conflict of interest.

## Mentors: Introduction

As mentors, you will be responsible to advise and practically support the selected teams over the time of their project in your field of expertise. Mentors may be independent experts in their field or attached to a hub and / or its network.

There are two different types of mentorship:

- A main mentor accompanies their team over the whole project period, and are the team's first point of contact. We are aware that you may not be able to commit for the full period, for which case we suggest co-mentorships, or dividing the project time into two 3-month periods to be covered by two main mentors. This may also be beneficial for the team, as they may require different expertise throughout their project time.
- Additional mentors can join the team's process at any time during the project, and there is no minimum time required to spend with the team. This may be useful, if the support service can be provided in short time or is particularly useful at specific moments in the progress. We estimate that a team may make use of 5-10 additional mentors during their project. The individual package of support services will be compiled by the team and main mentor at the beginning of the project.

The services that mentors are asked to provide include support in following categories:

- Design & Aesthetics
- Ethics & Sustainability
- ICT Technology
- Prototyping
- Data & Data Models
- User-centred Design
- Validation Trails/Living Lab Experiments
- Business
- Venturing
- Legal

For subcategories and descriptions please see graphic at the end of this document.

We expect the requirements of the selected teams to be varied and individual, and we aim to create tailored support packages for each team. Only after the selection process and through nominating by both experts and teams, will we know in which capacity you could participate. We also expect that new requirements of the teams will emerge during the development process, and you may be asked to provide mentorship at a later stage in the project.

All mentors have the option to join the Monitoring Committee, to assess the teams' progress during mid-term and end-term presentations. Mentors can not assess the team(s) they provide mentorship to.

## Main mentor

Each team will be assigned a main mentor, who will be the team's first point of contact and whose field of expertise will cover the team's main requirements.

## Responsibilities

- Team along with their mentor to create a tailored support and services plan for the team for the whole support/incubation period (could be modified mid-term) based on the initial needs of the team
- Follow and monitor the team's progress on [Offbot](#).
- Make sure that teams regularly update their progress on [DataScouts WEAR](#) ecosystem.
- Provide summaries of meetings to the WEAR consortium, using a template provided by WEAR
- Attending the midterm and end-term presentations of the teams (possible to attend remotely)

Overall, it is important that the main mentor is available as a first point of contact to the team, and is happy to step in and help in case of problems.

## Commitment required

The main mentor is expected to spend a minimum of 10 days over the 6 month project period (see below timeline for project starts). Scheduling and terms are to be negotiated between mentor and team, but a minimum of 1 day per month is required.

Mentoring can be done in person or remotely, but we recommend to meet up in person at the beginning of the project period.

## Fee/Remuneration and payment procedure

Mentors negotiate services and time commitment individually with the teams, and teams will pay the main mentor through their voucher budget. There is no minimum or maximum time commitment required apart from for the main mentor. We encourage investment in the form of reduced fees by larger companies or institutions.

Please provide estimated hourly/daily rates for initial overview (see next steps). Costs for travel and consumables will be paid in addition by the teams, and require negotiation with the team and WEAR project coordinator.

Payment for delivered services will be made on receipt of an invoice. Payment for delivered services will be processed by the end of a month, if invoice is sent mid month.

## Next steps

1. Let us know if you are happy to be on board for the role of a main mentor, and accept the terms noted in 'Mentors'.
2. Let us know what support services you could provide (you can do this either by replying to our email, or by adding it to the WEAR ecosystem map, see next point).
3. Please fill in your profile on [DataScouts WEAR ecosystem](#) by 20th April 2017. Please contact [Ingrid and team](#) for information and help.

4. Please let us know if you accept the publication of your profile on the DataScouts WEAR ecosystem.
5. If you use standard rates for providing one or more services noted in the Support Services list, please let us know. It would help us to have a better overview, and may provide a quicker start for negotiations with teams. You can choose to include this information in the DataScouts WEAR ecosystem.
6. Let us know if you want to become part of the Monitoring Committee.

### Main Mentors: Important dates

- = requires action
- = date important for role, but no action required

Main Mentor	Timeline 'Open Call 1'	
	Recorded sessions will be made available to mentors	24th June 2017
	Each mentor submits their choices for three teams they would want to mentor as main mentor	26th June 2017
	Teams receive the list of three main mentors and submit choice	26th - 30th June 2017
	Assign / select main mentor to teams	3rd - 14th July 2017 (parallel to close agreements)
	Introduction mentors (over 1 day) (WEAR consortium partners)	17th - 21st July 2017
	Project start	15th July - 1st August 2017 (team's decision, 1st August latest)
	Initial meeting main mentor and team	1st - 15th August 2017 (or earlier if team wishes)
	Support by main mentors	July - December 2017
Main Mentor	Timeline 'Open Call 2'	
	Recorded sessions will be made available to mentors	10th February 2018
	Each mentor submits their choices for three teams they would want to mentor as main mentor	12th February 2018
	Teams receive the list of three mentors and submit choice	12th - 16th February 2018
	Assign / select mentor to teams	19th Feb - 2nd March 2018 (parallel to close agreements)
	Introduction mentors (over 1 day)	5th - 9th March 2018
	Project start	5th March - 20th March 2018 (team's decision, 20th March latest)
	Initial meeting mentor and team	20th March - 3rd April 2018 (or earlier if team wishes)
	Support by main mentors	April - October 2018

## Additional Mentor

Each team will make use of additional mentors, who will provide time-limited or shorter period services to the teams.

## Responsibilities

- Provide support service(s) to the team that may be required during limited periods of time in the project phase
- Provide summaries of meetings to the WEAR consortium, using a template provided by WEAR

## Commitment required

Mentors negotiate services and time commitment individually with the teams. There is no minimum or maximum time commitment required.

Mentoring can be done in person or remotely, but needs to be suitable to deliver the support required.

## Fee/Remuneration and payment procedure

WEAR project teams will negotiate fees individually with the mentors, and quotes will need to be provided to the WEAR project coordinator (imec). We encourage investment in the form of reduced fees by larger companies or institutions.


Payment for delivered services will be made on receipt of an invoice. Payment for delivered services will be processed by the end of a month, if invoice is sent mid month.


Costs for travel and consumables will be paid in addition by the teams, and require quotes provided to the team and WEAR consortium coordinator.

## Next steps

1. Let us know if you are happy to be on board for the role of a main mentor, and accept the terms noted in 'Mentors'.
2. Please fill in your profile on [DataScouts WEAR ecosystem](#) by 20th April 2017. Please contact [Ingrid and team](#) for information and help.
3. Please let us know if you accept the publication of your profile on DataScouts WEAR ecosystem.
4. Let us know if you want to become part of the Monitoring Committee (see next section).
5. If you use standard rates for providing one or more services noted in the Support Services list, please let us know. It would help us to have a better overview, and may provide a quicker start for negotiations with teams. You can choose to include this information in the DataScouts WEAR ecosystem.

## Additional Mentors: Important dates

 = requires action

 = date important for role, but no action required

Mentor	Timeline 'Open Call 1'	
	Recorded sessions will be made available to mentors	24th June 2017
	Introduction mentors (over 1 day)	17th - 21st July 2017
	Project start	15th July - 1st August 2017 (team's decision, 1st August latest)
	Support by mentors	July - December 2017 (Arranged and negotiated with teams)
Mentor	Timeline 'Open Call 2'	
	Recorded sessions will be made available to mentors	10th February 2018
	Introduction mentors (over 1 day)	5th - 9th March 2018
	Project start	5th March - 20th March 2018 (team's decision, 20th March latest)
	Support by mentors	April - October 2018 (Arranged and negotiated with teams)

## Member of Monitoring Committee

As mentors, we would like to invite you to become members of the Monitoring Committee, and to evaluate progress of the teams that you are not mentoring.

Mid-term, i.e. after 3 months, all ongoing projects will be evaluated by the Monitoring Committee, comparing the progress of all funded projects with the pre-defined milestones and deliverables. A team of a minimum of 5 external experts will act as the monitoring committee. According to the rules, these experts will not have any collaborative relationship with the project consortium nor the funded projects. The list of experts will be notified to the European Commission.

## Responsibilities

The mid-term evaluation will be based on a written Mid-term Evaluation Report and a live demonstration of the project. Monitoring Committee members are required to read the reports, and (remotely) attend the presentations of the teams.

Depending on the state of the project, the Monitoring Committee will decide as follows:

- GREEN: Project on-track and can be proceeded as planned
- ORANGE: Milestones delayed, the planning should be adjusted to reach the innovation goal
- RED: Project off-track, innovation is irrelevant or the team doesn't show commitment to the project. The project will be stopped and remaining budget reallocated to other projects

The Monitoring Committee is further (remotely) present in the final presentations of the teams, to evaluate the progress on the basis of deliverables and overall results.

The decisions of the Monitoring Committee will validate the payment of the evaluated period and the continuation of the project, or successful completion of the project.

## Commitment required

Members of the Monitoring Committee have to attend the mid-term and / or final presentations and demonstrations of the teams. We estimate each of these events to last 1-1.5 days. Members of the Monitoring Committee can join one or both project periods.


## Fee/Remuneration and payment procedure


There is no budget for the monitoring committee available.









## Next steps

1. Let us know if you would like to join the Monitoring Committee, and accept the terms.
2. Let us know in what capacity you would be able to become a member (Open Call 1, Open Call 2, or both).

## Monitoring Committee: Important dates

 = requires action

 = date important for role, but no action required

MC	Timeline 'Open Call 1'	
	Project start	15th July - 1st August 2017 (team's decision, 1st August latest)
	Mid Term Evaluation by monitoring committee	November 2017
	Teams provide final reports to monitoring committee	January 2018
	Final Evaluation of selected projects by monitoring committee	February 2018
MC	Timeline 'Open Call 2'	
	Project start	5th March - 20th March 2018 (team's decision, 20th March latest)
	Mid Term Evaluation by monitoring committee	June - July 2018
	Teams provide final reports to monitoring committee	September 2018
	End-term Evaluation of selected projects by monitoring committee	September - October 2018



## Complete Timeline



WEAR	Reviewers	Selection	Main Mentor	Mentor	Monitoring	Hubs	Timeline 'Open Call 1'
							Open Call 1 opens 1st April 2017
							Train reviewers - One hour webinar session 15th - 30th May 2017
							Open Call 1 closes 31st May 2017
							Eligibility Check 1st - 3rd June 2017
							Project Reviews 5th - 13th June 2017
							Additional project reviews 14th - 15th June 2017
							Invitation Pitch and communication to non-selected applicants 16th June 2017
							Pitch sessions - 40 teams, each 20 minutes (over 2 days) 21st - 23rd June 2017
							Recorded sessions will be made available to mentors 24th June 2017
							Each mentor submits their choices for three teams they would want to mentor as main mentor 26th June 2017
							Selection and communication to top 24 projects 26th - 30th June 2017
							Teams receive the list of three main mentors and submit choice 26th - 30th June 2017
							Payment reviewers 30th June 2017
							Close subgrant agreement Sent out 3rd July 2017 (Signed by July 14th 2017)
							Assign / select main mentor to teams 3rd - 14th July 2017 (parallel to close agreements)
							Assign hubs to teams 3rd - 14th July 2017 (parallel to close agreements)
							Introduction teams (over 1 day) 17th - 21st July 2017
							Introduction mentors (over 1 day) (WEAR consortium partners) 17th - 21st July 2017
							Project start 15th July - 1st August 2017 (team's decision, 1st August latest)
							Initial meeting main mentor and team 1st - 15th August 2017 (or earlier if team wishes)
							Support by main mentors July - December 2017
							Support by mentors July - December 2017 Arranged and negotiated with teams
							Support by hubs July - December 2017 Arranged and negotiated with teams
							Mid Term Evaluation by monitoring committee November 2017
							Teams provide final reports to monitoring committee January 2018
							Final Evaluation of selected projects by monitoring committee February 2018

## Complete Timeline



WEAR	Reviewers	Selection	Main Mentor	Mentor	Monitoring	Hubs	Timeline 'Open Call 2'	
							Open Call 2 opens	15th November 2017
							Train reviewers - One hour webinar session	3rd - 12th January 2018
							Open Call 2 closes	15th January 2018
							Eligibility Check	16th - 17th January 2018
							Project Reviews	18th - 26th January 2018
							Additional project reviews	29th - 30th January 2018
							Invitation Pitch and communication to non-selected applicants	31st January 2018
							Pitch sessions - 40 teams, each 20min (over 2 days)	7th - 9th February 2018
							Recorded sessions will be made available to mentors	10th February 2018
							Each mentor submits their choices for three teams they would want to mentor as main mentor	12th February 2018
							Selection and communication to top 24 projects	12th - 16th February 2018
							Teams receive the list of three mentors and submit choice	12th - 16th February 2018
							Payment reviewers	28th February 2018
							Close subgrant agreement	Sent out 19th February (Signed by 2nd March 2018)
							Assign / select mentor to teams	19th Feb - 2nd March 2018 (parallel to close agreements)
							Assign hubs to teams	19th Feb - 2nd March 2018 (parallel to close agreements)
							Introduction teams (over 1 day)	5th - 9th March 2018 (different from 'introduction mentors')
							Introduction mentors (over 1 day)	5th - 9th March 2018
							Project start	5th March - 20th March 2018 (team's decision, 20th March latest)
							Initial meeting mentor and team	20th March - 3rd April 2018 (or earlier if team wishes)
							Support by main mentors	April - October 2018
							Support by mentors	April - October 2018 (Arranged and negotiated with teams)
							Support by hubs	April - October 2018 (Arranged and negotiated with teams)
							Mid Term Evaluation by monitoring committee	June - July 2018
							Teams provide final reports to monitoring committee	September 2018
							End-term Evaluation of selected projects by monitoring committee	September - October 2018

**Support Categories**



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