

Information Package for WEAR Mentors

Introduction

This document provides information about procedures and responsibilities for:

- Mentor (Main mentor, additional mentor)

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 the following people for further clarification or queries on:

Mentors: [Lucy Bunnell](#), [Berit Greinke](#)

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 consortium coordinator. If you are unsure about your status, please contact [Heritiana](#).

For each role you will be required to sign a contract and code of conduct, supplied by the WEAR consortium project coordinator. The draft for the contract should accompany this document.

If you are considering applying for funding, or working with a team applying for funding, please let us know as this may be a conflict of interest.

Mentors

As mentors, you will be responsible to advise and practically support the selected teams over the time of their project. 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.

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 provide wide-ranging options of support to the teams. Ultimately however, the teams make their own choice of Mentor, so we cannot guarantee the choices that the teams make.

We would like to mention that should you not be chosen by a team, we would very much like to ask you to continue to support WEAR by being part of the WEAR ecosystem, and possibly help the ongoing discussions around the WEAR call themes that will continue for the duration of the project .

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** (TBC)
- 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 6 days (48 hours in total) 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, which can be spread over the month to suit both parties.

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

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 available as 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 [WEAR ecosystem](#). Please let us know if you accept the publication of your profile on the DataScouts database.
4. 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**.

- Review the attached [mentor agreement](#) that all mentors will be asked to sign for more in depth details on the requirements for mentors.

Important dates: Main mentors

Main Mentor Timeline 'Open Call 2'	
Calls with individual teams to match main mentor and home hub	19th - 23rd February 2018
Teams and main mentors negotiations and selection finalised	15th March
Webinar for possible main mentors. Send out contract template	26th February - 2nd March
Main mentors sign agreement	Finalised 13th April
Project start	19th March 2018
Initial meeting mentor and team	2nd April - 15th April 2017
Support by main mentors	March - September 2018
Mid Term Evaluation by monitoring committee	June 2018
End-term Evaluation of selected projects by monitoring committee	September 2018

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

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 consortium 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 quarterly

Costs for travel and subsistence will be paid in addition by the teams, and require quotes provided in advance to the team and WEAR consortium coordinator IMEC before any expenses are incurred. These costs are part of the invoices paid quarterly.

Next steps

1. Let us know if you are available as additional mentor, and accept the terms noted in 'Mentors'.
2. Please fill in your profile on [WEAR ecosystem](#) by 28th October 2017. Please let us know if you accept the publication of your profile.
3. If you use standard rates for providing one or more services noted in the Support Services list, please add them to your WEAR ecosystem profile.

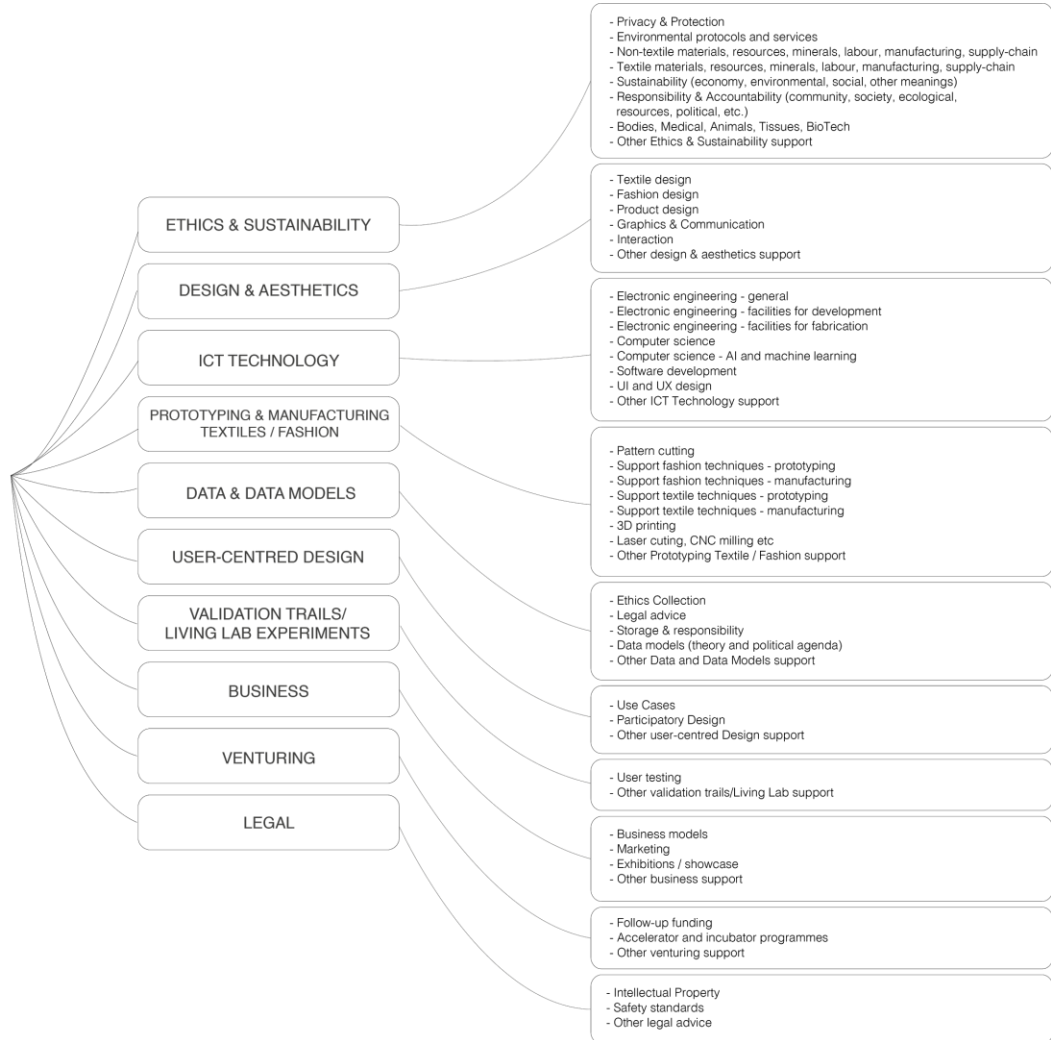
Important dates: Mentors

Additional Mentor Timeline 'Open Call 2'	
Project start	19th March 2018
Support by additional mentors	March - September 2018

Support Categories



WEAR
sustain



Overall Timeline for WEAR Open Call 2

Overall 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
Selection and communication to top 24 projects	12th - 16th February 2018
Calls with individual teams to match main mentor and home hub	19th - 23rd February 2018
Payment reviewers	28th Feb 2018 (invoices received by end of 9th Feb)
Teams and main mentors negotiations and selection finalised	15th March
Close subgrant agreement	16th March
Webinar for possible main mentors. Sending out contract template for their info.	26th February - 2nd March
Main mentors sign agreement	Finalised 13th April
Introduction teams (over 1 day)	19th - 23rd March
Project start	19th March 2018
Initial meeting mentor and team	2nd April - 15th April 2017
Submission revised budget	15th April
Assign hubs to teams	Latest end of April 2018
Support by main mentors	March - September 2018
Support by home hubs	March - September 2018
Support by mentors (arranged and negotiated with teams)	March - September 2018
Support by hubs (arranged and negotiated with teams)	March - September 2018
Mid Term Evaluation by monitoring committee	June 2018
Teams provide final reports to monitoring committee	Early Sept 2018
End-term Evaluation of selected projects by monitoring committee	September 2018