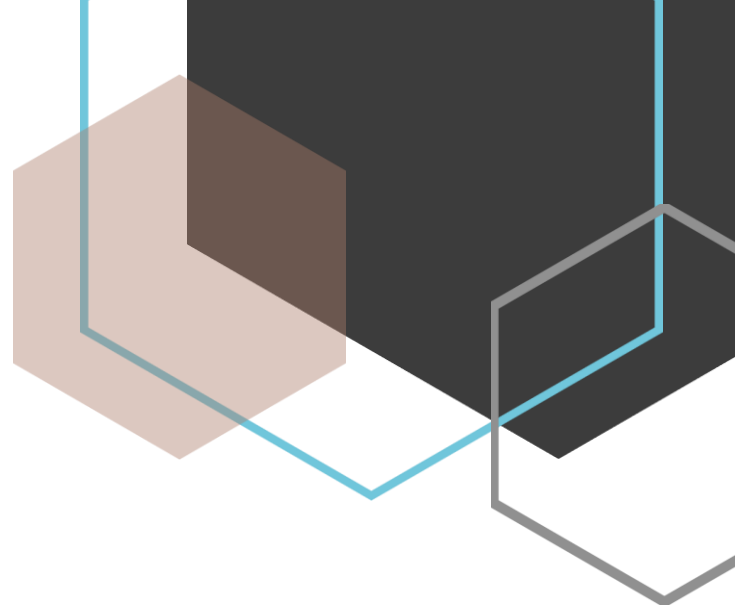




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IMPLEMENTATION FRAMEWORK TALENT CO-CREATION LAB

AGRICULTURE AND FORESTRY UNIVERSITY, NEPAL

Integrating Talent Development into Innovation Ecosystems in Higher Education

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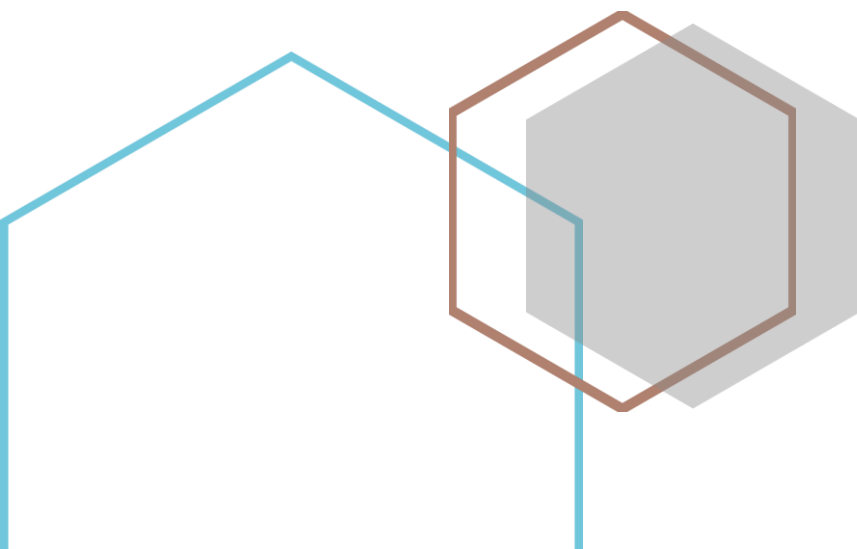




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The framework outlines the design of the operations of the Talent Co-Creation Lab created at the University in the frame of the INNOTAL project. It clarifies the Lab's place within the University structure, its functioning, management and activities, as well as applicable rules and regulations.



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ACTIVITIES OF THE LAB

The Talent Co-Creation Lab has special significance in the context of AFU. The University is recent in its establishment and offers services of teaching, research and extension. In this context, AFU has planned to conduct the following major activities at the Talent Co-Creation Lab:

- Promoting collaboration and interaction of faculty and students with external organizations, focused at innovation
- Entrepreneurial trainings targeted at students and entrepreneurs / external organizations' employees
- Developing as innovation hub specially for agriculture and forest business
- Increasing linkage with external stakeholders
- Supporting students' community service and volunteering activities
- Support faculty members/departments for teaching entrepreneurial courses
- Provide an evaluation platform for internship and other allied activities of the university
- Serving as a bridge for the functional integration of different farms, directorates and faculties working to support internship, innovation and outreach activities
- Provide a platform for curriculum development and feedback.

POSITION OF THE LAB WITHIN THE UNIVERSITY STRUCTURE

The Lab will be established as a wing in the Directorate of Research and Extension (DOREX) of the university. DOREX is a common Directorate for all Agriculture, Veterinary and Forestry Faculties. It will work in collaboration with the Farm Directorate, Directorate of Continuing Education, Faculties, Directorate of Planning, Directorate of Students Welfare and external stakeholders.

ORGANIZATION OF THE PHYSICAL PREMISES AND WORKING SPACE FOR THE TALENT CO-CREATION LAB

DOREX has established the Lab in a separate office building where its office complex was previously located. The office structure lies at the premises of the Faculty of Agriculture. It has sufficient space for equipment and working stations. DOREX has been planning to purchase additional furniture and other interior equipment required for the Lab space to function effectively.

ARRANGEMENTS FOR THE MANAGEMENT OF THE LAB

The Lab will be managed by a committee in the Chairmanship of the Director of DOREX. This committee will be responsible for the overall managerial function of the Lab. An Advisory Board will also be formed, consisting of higher authorities of the university, student alumni and external stakeholders from selected sectors. This committee will cooperate with all the Agriculture Science Center in the university, the Veterinary



ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE LAB

Teaching Hospital, the Forest Museum, the Directorate of Students' Welfare, the Directorate of Continuing Education, all relevant academic departments and the central office of the university. The following committee arrangement is proposed to run the overall administrative and managerial activities in the Lab.

Director, DOREX-----Chair

Head of Department, Department of Agribusiness Management-----Member

Director, Directorate of Students Welfare-----Member

Account officer, DOREX-----Member

A faculty member from the Faculty of Agriculture-----Member

A faculty member from the Faculty of Animal science, Veterinary and Fishery-----Member

A faculty member from Faculty of Forestry-----Member

External stakeholder from local business ---Member

Deputy Director, DOREX----Member secretary.

The daily administrative management of the Lab will be the responsibility of staff members of DOREX. These staff members will work under the guidance of the Management Committee. The required number of faculty members and other technical staff will be provided by different Departments based on the nature of training, research and innovation and the targeted sectors. The role of the faculty members involved in these activities will be counted as extra duty in the function of research and extension equivalent to one credit of their teaching. Remuneration will be paid to them from their respective faculty office counting their contribution in research and extension. This will happen after certification/forward from the Director of DOREX. These faculty members will be involved in interaction with external stakeholders and students, will participate and contribute in workshops, will contribute to the planning of internship, will support students' volunteering activities and will provide feedback for strengthening the Lab activities.

ARRANGEMENTS FOR THE COORDINATION AND ADMINISTRATIVE WORK IN THE LAB – STAFF, RESPONSIBILITIES, FINANCING

The administrative staff of DOREX will work in the Lab as a part of their regular administrative duties. Faculty members hired to provide technical contributions will be paid from the respective Dean Office as part of their credit hours in research and extension as per the norms of the university. The Lab Management Committee will coordinate all the administrative and technical work. The University can support the expenses for meetings and overtime payment to some of the faculty members (at most one from each Department for one credit hour per semester) teachers. Other administrative decisions will reflect the existing norms of the university and decision made by the Lab Management Committee.



CHANNELS AND MEANS OF COMMUNICATION WITH EXTERNAL STAKEHOLDERS

The administrative staff of the Lab will be focal persons to communicate with external stakeholders under the guidance and direction of the Chairman of the Lab Management Committee. Common means and ways of communication with external stakeholders will be email, telephone and sending letters.

RULES AND REGULATIONS FOR SELECTION AND PARTICIPATION OF STUDENTS IN THE LIVE INNOVATION PROJECTS

The University will issue Call for Proposals for innovative ideas originating from undergraduate students. Submitted proposals will be evaluated by the Lab Management Committee. This process will be used to select the required number of students for live innovation projects.

OPPORTUNITIES FOR COLLABORATIVE WORK

This Lab will seek to develop opportunities for collaborative with the following organizations:

- Nepal Agriculture Research Council
- Ministry of Agriculture and Livestock Development
- Agriculture-based entrepreneurs
- Livestock-based entrepreneurs
- Forest-based entrepreneurs
- Ministry of Forest and Soil Conservation
- Representatives from state government
- NGOs like MADE Nepal, FORWARD, LIBIRD
- INGOs
- Other universities like Tribhuvan University, Kathmandu University, Pokhara University, etc.
- Poultry Association
- Dairy Association
- Herbal association
- Vegetables and fruits producers association
- Flower producers association
- Cooperatives
- Processing, marketing and transport industries
- Hatchery association
- Wood processors.

In addition, synergies will be sought with faculty members' research projects.



LINKING LAB ACTIVITIES TO CURRICULAR ACTIVITIES AND INTERNSHIPS

AFU has planned the following rules for linking Lab activities to curricular activities and internship:

- Consideration of contribution of teaching faculties equivalent to one credit of teaching
- Organization of Lab events without disturbing the regular classes of students
- Provision of feedback to the Directorate of Curriculum Development based on the discussion and findings from the Lab
- Motivation of external stakeholders to accept students for internship
- Send students with innovative ideas generated in the Lab to test and commercialize them in internship providing organizations
- Design collaborative research and development projects with external stakeholders that can inform teaching activities.

PRINCIPLES AND APPROACHES FOR ASSESSMENT AND EVALUATION OF STUDENT AND FACULTY INVOLVEMENT IN LAB ACTIVITIES

The assessment of students and involved faculty members will be done by the Lab Management Committee and donors, and it will be based on criteria like regularity of engagement, innovativeness of the developed ideas, frequency of the meetings and workshops, number of innovative ideas generated, presentation skills, number of stakeholders involved in the activities and number of students sent for volunteering works.

POLICY AND PROCEDURES ON INTELLECTUAL AND INDUSTRIAL PROPERTY

Ideas generated from this Lab will be as per the existing Intellectual Property Rights Policy of the University. All Foreground IP, Research and Development (R&D) results, including data and innovative ideas gathered in the course of, and as a result of, the implementation of projects in the Talent Co-Creation Lab, such as, but not limited to, reports, articles, research papers, databases, innovative business ideas and its digital copies (soft copies), will be subject to AFU's existing policy that allows to adjust the handling of deliverables and development results related to IP policy in mutual consensus of both AFU and external stakeholders involved in the generation of ideas, whenever it is appropriate.

POLICY ON FINANCING OF THE LAB ACTIVITIES

DOREX will request the Central Office of the University to provide some additional funds for the operation of the Lab. Besides this, it will also try to attract funds from collaborating external stakeholders. It has the aim to collect royalty funds after generating innovative ideas in the long run.



POLICY AND PROCEDURES ON INDUSTRY / BUSINESS CONTRIBUTION OR CO-FINANCING OF THE LAB PROJECTS OR TRAININGS

POLICY AND PROCEDURES ON ACCESS TO RESEARCH/INNOVATION RESULTS AND USE OF PRODUCTS DEVELOPED WITHIN THE LAB

RULES FOR ENSURING THE SAFETY OF STUDENTS AND EXTERNAL STAKEHOLDERS WORKING AT THE LAB

The external stakeholders will be approached to provide some co-financing for the Lab projects and training programmes as per the University guidelines. Such co-financing will be for the purpose of training, workshops, research/testing activities and placing of students in internship. Long-term collaborative projects with external stakeholders will be of added advantage if financed from some donor organizations.

The access to findings and results from research and innovation projects carried out in the Lab will reflect the IPR policy of the university.

The general rules to be obeyed in the Lab will be identical to the rules applicable to other Labs at the university. Important rules include:

- Safety from fire and electricity
- Ensuring full awareness of the facility's/building's evacuation procedures
- Ensuring the availability and accessibility of the Lab's safety equipment—including first aid kit(s), fire extinguishers, eye wash stations, and safety showers, as well as full knowledge of the location and proper ways of using this equipment.
- Knowledge of emergency phone numbers to use to call for help in case of an emergency
- Ensuring that work is carried out in properly-ventilated areas
- Prohibition to chew gums, drink, smoke or eat while working in the Lab
- Laboratory glassware is never utilized as food or beverage containers
- Students and other participants in the Lab activities do not use Lab equipment that is not approved or trainer or the supervisor
- If an instrument or piece of equipment fails during use, or it is not operating properly, the issue should be reported to a technician right away. Students and other participants in the Lab activities will not try to repair an equipment problem on their own
- The last person to leave the Lab ensures that the facility is locked and all ignition sources are turned off.
- Prohibition of working alone in the Lab.
- Prohibition of leaving an ongoing experiment unattended
- Proper procedures for disposing Lab waste are in place and are

**RULES FOR ENSURING
THE SAFETY OF
STUDENTS AND
EXTERNAL
STAKEHOLDERS WHEN
THE LAB ACTIVITIES
TAKE PLACE OUTSIDE
THE LAB**

observed strictly

- All injuries, accidents, and broken equipment or glass are reported right away, even if the incident seems small or unimportant
- Students and other participants in the Lab that notice any unsafe conditions in the Lab are encouraged to inform a responsible person and are aware of the procedures to do this

The Lab Management Committee will have full authority to introduce any change in the above-mentioned rules and to formulate any new rules as and when required.

The following rules will be applicable when students and external stakeholders should carry out activities outside of the Lab:

- Participants are required to obey the safety rules set by organizations/external stakeholders while working on their premises
- Participants are not allowed to visit alone forests and fields for Lab-related activities unless completely unavoidable
- Approval of the plan for necessity of field movement from the Chairman of the Lab Management Committee is needed
- Approval of field movement leave before departure is needed
- Participants are required to manage their daily essentials themselves within the cost range permitted by the university
- The bills/receipts related to any Lab-related expenditure have to be kept for subsequent claims for reimbursement
- During activities outside the Lab lasting more than a day, the participants are required on a daily basis to update the Committee members and/or the advisor of their progress.

In the future the Lab will be developed as self-dependent wing of DOREX. A number of activities will be carried out, such as webinars, extensive use of multimedia for discussing ideas, identifying new areas of research, recruitment of staff and new faculty, and expansion / creation of additional Lab space will be done. Financial requirements for the functioning of the Lab will met in accordance with the gradual development of the university. Royalty obtained from sale of patented ideas is expected to meet to a significant extent the expenses of the Lab after it has reached it full-growth stage.

**INTERNAL
DEVELOPMENT PLAN
OF THE TALENT CO-
CREATION LAB**



QUALITY ASSURANCE
PLANS FOR THE
TALENT CO-CREATION
LAB

The following preliminary Quality Assurance plans have been made:



Type of assessment	Who will be in charge?	How will assessment activities be organized?	Who will collect the results from the monitoring activities?	Who will analyse the result from the monitoring activities?	What indicators will be used? What elements of the work of the Lab will be monitored?	How will results be reflected in planning?
Monitoring: ongoing, focused on implementation	Chairman of the Lab Management Committee	Daily visits of the Lab and sessions for obtaining information from supportive staff	Member secretary of the Lab Management Committee	Members of Lab Management Committee, in a participatory manner	<p>Frequency of meetings and workshops</p> <p>Number of participants in various activities (students, faculty members and external stakeholders)</p> <p>Number of projects carried out</p> <p>Number of trainings carried out</p> <p>Other facilities and cleanliness of the Lab</p> <p>Ratio of men and women participants in the Lab activities</p> <p>Wide representatives of students and faculty members from different Departments of the university</p> <p>Number of ideas and products with patent rights</p>	Results and feedback will be reflected in update of course curriculum, increasing employability of the students, sending students to get engaged in voluntary work, development of collaborative development project proposal, increased linkage among students, teachers, external stakeholders and authorities of the university
Evaluation: Periodic (once a semester)	External evaluation from the respective Deans Office and other relevant	Participatory evaluation	Dean of respective Faculty	Members of External Evaluation Committee in the	<p>Skills enhancement of students and teachers</p> <p>Increased linkage among</p>	The results of the evaluation will be incorporated in planning the

	university stakeholders			chairmanship of Dean of respective Faculty	different stakeholders Number of patented/ ideas generated Accounting and record keeping; transparency of expenditure, etc.	future activities of the Lab
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