GUIDELINES FOR DOST TECHNOLOGY TRAINING CENTER (DTTC) PROGRAM IMPLEMENTATION

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The program aims to promote and hasten technology transfer and commercialization by providing technology training courses to entrepreneurs, industries, inventors and academe in technology-based undertaking.

I. Background

This guideline is being re-issued to provide supplemental information and update of the previously issued guidelines on the program.

II. Objectives:

- Impart technical know-how to practicing and prospective entrepreneurs through training;
- Optimize the utilization and application of technologies acquired/developed/ generated by DOST Councils and Research and Development Institutes (RDIs); and
- Provide continuing professional development courses for scientists, academicians and technologists.

III. Assistance Coverage:

The DTTC program provides financial support for the preparation of training packages, development of training manuals/modules and production of self-learning videos on specific DOST Technologies that were designed by accredited consultancy groups.

IV. Who Can Avail of Assistance:

Entrepreneurs, academe / researchers, inventors, cooperative and SMEs

V. Operating Procedures for DTTC Training Assistance

1. Proponent submits the training proposal/request to TAPI Director or to the DOST Regional Office.

2. The training proposal includes the following requirements:

- Program of activities (highlighting the topics to be covered by respective resource speakers, venue and target date);
- Detailed line-item budget per training plan;
- Cost-sharing arrangement.
- List of participants

3. Program Manager (PM) acknowledges receipt of proposal indicating initial action taken.

4. PM checks completeness of the proposal.

5. If the proposal has not been endorsed by the DOST Regional Director (RD) concerned, the DOST Regional Office (DOST-RO) through its Regional Technical Evaluation Committee (RTEC) is requested to conduct an evaluation of the proposal.

6. If the proposal is not complete, the proponent is requested to submit a complete project proposal including other documentary requirements.

7. If the proposal submitted is complete, PM prepares Executive Summary of the proposal to be presented by the Division Manager to the TAPI Executive Committee (TAPI Execom) for discussion.

8. If the proposal is disapproved, TAPI informs the proponent and RO concerned, accordingly.

9. If the proposal is approved, TAPI prepares Memorandum of Agreement (MOA) between TAPI and RO. The MOA shall stipulate among others, the following terms and conditions:

> XXX
>
> DOST Region _____ shall:
>
> 1. Provide appropriate resource persons for the training component of the project;
> 2. Be responsible for the actual conduct of the training including provision of support services;
> 3. Provide and/or secure venue and facilities for the training;
> 4. Invite participants for the training;
> 5. Submit to TAPI an Audited Financial Report and a Final Completion Report not later than three (3) months after the completion of the project and return all unexpended balance;
> 6. Not use the funds for money market placement, time deposit and other forms of investments not related to the project during the effectivity of the contract;
> 7. Acknowledge TAPI's assistance in all reports, press releases and information materials regarding the training;
>
> XXX

10. Upon signing of the MOA of all the concerned parties, TAPI submits MOA for notarization.

11. After notarization of MOA, TAPI shall release the funds to the concerned DOST Regional Office to implement the project to the target beneficiaries.

12. PM monitors the progress / implementation of the project.

13. PM shall pursue the completion of the project as stipulated in the MOA. Project is considered completed upon submission of the Completion Report and Audited Financial Report to TAPI.

VI. Operating Procedures for the Accreditation of Consultancy Group

1. The Program Manager (PM) evaluates the viability of the training needs once a training request/proposal is received from the inventors' organization, private firm (SMEs) and cooperative.

2. TAPI Director invites various consultancy groups in writing for the preparation of training module based on the training needs assessment / training proposal received from the inventors' organization, private firm (SMEs) and cooperative.

3. Program Manager (PM) acknowledges receipt of proposal indicating initial action taken.

4. PM consolidates all the proposals received from the consultancy group and prepares Executive Summary to be presented by the DM to the TAPI Executive Committee for decision. TAPI Execom may request the consultancy group to make a presentation on the training package and level-off expectations.

5. If the proposal from the consultancy group is approved, a Memorandum of Agreement is prepared for signature

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of concerned parties.

6. TAPI releases the funds to the consultancy group.

7. All the necessary arrangements for the training is undertaken by the DTTC staff (schedule of the training, invitation of participants, provision of venue, etc.).

8. The consultancy group conducts the training and provide materials to the participants.

9. The consultancy group submits to TAPI a completion report and financial report not later than three (3) months after completion of the training.

VII. Operating Procedures for the Development of Training Manual/Production of Technology Videos

1. The proponent should submit a proposal with the following requirements to TAPI or DOST Regional Office:

- Detailed budgetary requirement indicating the general items of expenses i.e. printing, consultants fee, etc.;
- Specifics of the manual (type of paper to be used, number of pages, number of copies to be reproduced);
- If to be sold, suggested price/unit;
- A copy of the draft of the manual/ script for the video;
- List of target beneficiaries / member companies who will be the users of the training manual / technology videos.

2. PM makes preliminary evaluation on the proposal and prepares an Executive Summary to be presented by the Division Manager to the TAPI Executive Committee for decision.

3. If approved, a Memorandum of Agreement is prepared for signature of the concerned parties. If disapproved, the TAPI Director informs the proponent of the decision in writing.

4. TAPI releases the funds to the proponent.

5. The proponent submits to TAPI a Completion Report and a Financial Report not later than three (3) months after completion of the project.

6. In case income is earned from the sales of the manual/videos, DTTC and the proponent shall share the income on a 75%-25% basis in favor of the proponent.

VIII. Project Cost:

Due to limited funds available under the program, TAPI’s exposure should not exceed P1M per project until such time that sufficient funds are generated for the purpose. Since the project is a grant to the beneficiaries, the RO including the training beneficiaries should put up at least 40% counterpart funds for the project.

IX. Effectivity

This circular shall supersede the previously issued guidelines and shall take effect immediately.

Adopted: 24 Nov. 2009

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Secretary

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