



Instruction for the
D-8 TTEN Technology Transfer Award

Published by: D-8 Technology Transfer & Exchange Network (D-8 TTEN)

2022 Edition

Technology Transfer Award Instruction

1) Introduction

A technology transfer process involves different international organizations and societies from scientific, cultural, political, and economic perspectives. Iran, therefore, proposed to establish a technology transfer and exchange network (TTEN) between the D-8 countries to facilitate technology transfer and international collaboration in advanced technologies. By implementing this proposal, members will have access to technologies developed within D-8-TTEN was submitted to the 3rd D-8 Ministerial Meeting on Industry in Bangladesh that got ratified by the members.

Consequently, the Secretariat of the Network has prepared this document as an instruction for D-8 Technology Transfer Award as below:

2) Scope (Target)

Under this instruction, the "Technology Transfer Awards" will be organized by the D-8-TTEN Secretariat.

3) Value proposition

- 3.1) Strengthen the international brand of the participants
- 3.2) Provide intelligent incentives to participants
- 3.3) Accreditation of innovations

4) Objectives

- 4.1) Encourage technological collaboration in the member countries of D-8 and OIC
- 4.2) Improve collaborations effectiveness
- 4.3) Stimulating technology-related entities in the D-8 Member States and OIC Member countries to have a constructive competition with each other.

5) Definitions

- 5.1) D-8:** An organization for Economic collaboration among the Islamic Republic of Iran, Pakistan, Bangladesh, Turkey, Malaysia, Indonesia, Egypt, and Nigeria.
- 5.2) OIC:** The Organization of Islamic Cooperation
- 5.3) Council:** The High Council of Technology Transfer and Exchange Network of D-8 member countries.

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5.4) Host: Means the Focal Point that is hosting the Technology Transfer Award event and ceremony.

5.5) Award: The award for the best technology transfer contract.

5.6) D-8 TTEN: D-8 Technology Transfer & Exchange Network

5.7) D-8 TTEN Secretariat: PARDIS Technology Park (based on the 1st High Council Meeting of D-8 TTEN)

5.8) Parties: Private companies are members of the D-8 Organization and OIC nominated for the award.

5.9) Technology Provider: An entity providing technical knowhow design, processing, etc.

5.10) Technology Recipient: An entity purchasing technical knowhow design, processing, etc.

5.11) Contract: A technology transfer contract that the parties have signed.

6) Description of event

The Technology Transfer Award is one of the events organized by the D-8 TTEN Secretariat. Award ceremony takes place over the course of a single day. Technology transfer contracts can participate in the award, provided that the technology provider or technology recipient of at least one of them must be a member of the D-8 member countries and the other party must be a member of OIC. The award aims to improve cooperation among member countries as well as provide opportunities to establish networks and meet different industries within member countries.

7) Responsibilities:

7.1) Pre-event

7.1.1) The HCM shall determine the annual host of the award ceremony.

Remark 1: According to the network statute, the host must be specified.

7.1.2) The host must form the steering committee of the award.

Remark 2: This committee will have five members:

- Host: two representatives
- Secretariat: two representatives
- D-8: one representative

Note: After finalizing the members of committee, the event host must notify them through an official letter.

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Remark 3: If D-8 does not nominate a representative, the Secretariat must nominate a representative instead.

Remark 4: The duties of the steering committee of the Award will be:

- Determining priority areas and industries
- Determining the terms of financial support
- Define the general framework of the award
- Determining media considerations and requirements

Note: Priority areas can include the following:

- Process innovation
- Product innovation
- Digital innovation
- Sustainability innovation

Note: The selected areas should be based on the priorities of the D-8 member countries and the PARDIS Technology Park.

Note: Industries can include the following:

- Automotive
- Energy and Environment
- Healthcare & Medical
- ICT, data, and Connectivity

Note: steering committee meetings can be held in-person and online.

7.1.3) The host must announce a public call for sponsorship within one month of the steering committee finalizing the financial support framework. The host must select the sponsor from among the applicants.

Note: Each D-8 member country and the secretariat can attract sponsors and cover the costs of TTA. Next, give a maximum of 15% to the host.

7.1.4) The host must determine its media program and submit it to the Secretariat for approval.

Remark 5: The Secretariat, as the admin, is in charge of the Award website, and the host has executive responsibilities, including the production and uploading of content. Content published on the website must be in English as well.

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Remark 6: The host must use its media infrastructure to improve public awareness and promote the award.

Remark 7: The host must design and promote the prize poster in English.

Note: In the absence of dedicated media for the award, the host can create dedicated web pages for the award. Expected content on these media must be in English.

Note: In order to promote better and improve the award brand, D-8 can create media similar to the official media and present content in the original language of their country.

7.1.5) The Secretariat shall specify the general and specific criteria for evaluating the award.

Remark 8: The host country can propose a change in the evaluation criteria and send it to the Secretariat for approval (**Form Code: TTA-01**).

Note: General indicators are used to specify shortlists, and specialized indicators are used for judging.

Note: General and specialized indicators are provided in the appendix.

7.1.6) The host must issue a call for technology transfer contracts and post the general conditions and registration form on the dedicated award website.

7.1.7) Applicants must submit their applications according to the required forms and documents on the award website.

Note: The host can assign a dedicated section on the award website to the applicant's user panel and create a user panel for eligible applicants. Answering the participant's questions and completing the information or questions about the accuracy of the information will be done through the dedicated user panel of each participant.

7.1.8) The host must choose a scientific committee under the steering committee.

Remark 9: This committee will have five members:

- Host: two representatives
- Secretariat: two representatives
- D-8: one representative

Note: General characteristics of this committee are listed below:

- At least 5 years of experience in a related field.
- At least 2 faculty members of the university should be present in the committee.

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- Having experiences of cooperation in industrial projects.

Remark 10: If D-8 does not nominate a representative, the Secretariat must nominate a representative instead.

Note: After finalizing the members of committee, the event host must notify them through an official letter.

Remark 11: The duties of the Scientific Committee of the Award will be:

- Evaluate specific indicators for each contract
- Ranking of all contracts based on the score received from the indicators
- Specify a short list of the best contracts
- Identify the award winner

Note: Scientific committee meetings can be held in-person and online.

7.1.9) The host must submit the received contracts to the scientific committee.

7.1.10) The host must inform the award's winner and provide the conditions for attendance to participate in the award day.

Remark 12: The host should invite shortlisted participants to attend the day of the event.

7.1.11) The host must specify the place and time of the award ceremony and inform the Secretariat at least six months before the day of the award ceremony.

Note: The host must pay the following fees for 2 peoples from D-8tten secretariat, 2 peoples from D-8 secretariat and all accepted participants:

- Hotel
- Local Transfer
- Logistic

7.1.12) The scientific committee should plan at least one and at most two panels and send the selected topics to the host.

Remark 13: Promoting the award and reviewing new technology transfer methods should be the panels' primary focus.

7.1.13) The host must inform the subjects of the panels to the public and determine the panels from among the applicants and submit them to the approval of the scientific committee.

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7.1.14) The host must determine the date of the ceremony and submit it to the steering committee for approval (by official letter).

Remark 14: To prepare and carry out the ceremonies activities such as media programs, preparation, and implementation of the ceremony, the host can use the services of agents in this field.

Note: The ceremony can include the following:

- Necessary facilities and requirements for holding such events, including statues, certificates of appreciation, etc.
- Themes and schedule of panels
- Networking program for event participants
- Schedule event day programs

7.2) Event

7.2.1) The host must hold the panels according to the pre-event schedule.

Remark 15: Panels must be held in person and online.

7.2.2) The host must record the content of the panels and provide it to the Secretariat. The host must also use that content for publication in the award media.

7.2.3) The host must execute the networking schedule according to the pre-event schedule.

Note: The Secretariat can prepare the results of the contracts of the previous periods in the form of presentations and present them at the event. Winners of previous courses can be asked to submit the results of their contracts themselves.

7.2.4) Awards ceremony should be held as pre-event schedule by the host.

Remark 16: The host is responsible for documenting the different parts of the event.

7.3) Post-event

7.3.1) The Secretariat must prepare the event report and submits it to the council.

Note: Event reports can be uploaded to the award media.

7.3.2) The host must write down the lessons learned from the event and send them to the Secretariat. Lessons learned should also be uploaded to the event media.

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7.4) The table of total costs is as follows:

Row	Cost description	undertaking		
		Secretariat	Host	Sponsor
1	Holding meetings of the steering Committee and the Scientific Committee		×	
2	Call for contracts		×	
3	All media activities (poster design, content production and uploading to websites and media, etc.)		×	×
4	Design of general and specific indicators	×		
5	The cost of attendance and accommodation of the winner to attend the awards ceremony		×	
6	Designing and preparing statues and certificates		×	×
7	Cash prize	×	*	
8	Non-cash prizes		×	×
9	Holding ceremonies and executive expenses before and after the ceremony		×	×
10	Hotel fee for specified guests		×	
11	Local Transfer costs for specified guests		×	
12	Logistic costs		×	

* The host can add a cash prize in addition to the cash prize donated by the Secretariat .

8) KPI

- Number of contracts participating in the award
- Total value of projects
- Total volume of Sponsorship

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9) RACI¹

Actors Activities	secretariat	Host	Organizing company	Steering committee	Scientific committee
Formation of the Steering Committee of the Award	A	R	-	-	-
Attract a sponsor	I	R	-	A	-
Attract a Organizing company	-	A , R	-	-	-
Write a media program	I	C	R	A	-
Execute media program	A	C	R	I	-
Designing general and specific indicators of award evaluation	A , R	I , C	-	I	I
Issuing a call to receive technology transfer contracts	A	C	R	I	-
Formation of a scientific committee	I , C	R	-	A	-
Evaluate and determine the winner	A	I	-	I	R
Provide conditions for the winner to attend the award ceremony	A	R	-	I	-
Scheduling panels	I	A	-	I	R
Call for panels and specify panelists	I	C	R	I	A
Compiling a program for the ceremony	A	C	R	I	-
Holding panels	I	C	R	A	I
Documenting the content of the panels	I	C	R	A	I
Document the whole event	I	C	R	A	-
Implement a networking program	I	C	R	A	-
Holding an award ceremony	I	C	R	A	-
Prepare an event report	R	C	-	A	-
Writing event lessons	I	R	C	A	C

¹ R: Responsible ,A: Accountable ,C: Consultant ,I: Informed

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10) Check list

The action checklist includes the following:

- Establishing a steering committee
- Determine the annual host of the award ceremony
- call for sponsorship
- Determine the media program
- Determine the general and specific criteria
- call for technology transfer contracts
- Receive applications
- Establishing a scientific committee
- Receive contracts
- inform the award's winner
- specify the place and time of the award ceremony
- Scheduling panels
- call for panels
- Holding panels
- record the content of the panels
- Holding networking plan
- Holding awards ceremony

11) Agenda

TECHNOLOGY TRANSFER AWARD AGENDA

Date: [Date]

Time: [Time]

Members

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 | Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

Time	Item	Owner
Time	Welcome	Owner 1
Time		Owner 2
Time		Owner 3
Time		Owner 4
Time		Owner 5
Time		Owner 6
Time		Owner 7
Time		Owner 8
Time		Owner 9
Time		Owner 10
Time		Owner 11