



Criteria for the Selection of Experts

WP 2.2. Capacity Building Programme Report

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1 Introduction

INNOLEA project aims to fill an apparent gap in the area of specialized services for the leather sector with the establishment of four leather centres in local Universities, two in Jordan and two in Egypt, utilizing the experience and expertise of EU partners in the area of services for the leather sector.

Through the creation of these centres and the further tasks that will be implemented in this project, the leather sectors in Jordan and Egypt will be offered access to business development services, such as quality testing, product certification, training, fashion trends, production organization, BtoB and funding opportunities, and subsequently the Jordanian and Egyptian leathers sector will have a valuable ally for its further development.

The project also aims to create and maintain a link between Universities and businesses of the leather sector that will foster innovation and the manufacturing of high value quality products, as well as further cooperation between EU and Jordan and Egypt Universities and leather businesses.

The project also aims to help encourage the Egyptian and Jordanian governments to favour the establishment of leather centres within universities and to promote research and projects between EU and Egypt and Jordan universities in the leather sector, by creating a research innovation and training network, which will continue to operate and after the end of the current project.

2 Project description

The project aims at the creation of four leather centers (two in Jordan and two in Egypt). These centers will play the role of focal points for the leather sector and relevant stakeholders. The services that these centers will offer will be used by companies of the leather sector of the two countries in order to:

- improve the quality and design of their products
- improve the quality and cost effectiveness of manufacturing techniques and chemicals used,
- be informed about the new fashion trends, develop new products, learn about requirements for exporting of their products,
- find funding opportunities,
- participate in projects

This way the leather sector of the two countries will be further developed and become more competitive and export oriented.

Besides the leather sector, the Universities where the leather centers will be established will have the opportunity to expand the fields of their applied research to topics regarding leather.

The staff of the leather centers will be trained by European partners, experts in offering services to the leather sector, gaining, thus, from their experience in setting up and managing this kind of centers.

3 Description of WP2: Capacity building programme

After the analysis implemented in the framework of *WP1: Preparation*, a capacity building programme will be prepared and implemented in the project, in order to enhance the skills of Jordanian and Egyptian experts in running and managing leather centres, followed by the actual setup and operational organization of the Leather Centres. The activities carried out in this stage are depicted in detail in WP2 – Development.



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Work Package 2 (WP2) represents the core part of the project. It aims both at creating and delivering a capacity building programme and at setting up and equipping the leather centres as well as making them fully operational.

The first step to prepare the capacity building programme will be the creation of the training macrostructure (methodology) and micro-structure, which means the detailed structure of the capacity building programme (contents, layout for presentation of the contents, agenda, criteria for the selection of experts, evaluation measures, timetable), while the second step consists in the creation of training materials and delivering the capacity building programme.

The experts who will be working in the leather centres to be established will be selected in Egypt and Jordan by their respective partner target universities (SVU, AAST, JUST, and BAU). A number of three experts per university will be selected and sent to Europe for the capacity building programme.

All partners are involved in the WP2 with roles and tasks assigned based on their different expertise, as follows:

Table 1. Partners involvement in Work Package 2 (WP2)

WP2: DEVELOPMENT (Capacity building and setting up of leather centres)													
WP L: P11 (UPB)													
WP2.1	Training toolkit	Macrostructure /methodology							P9		P11		
		Microstructure							P9		P11		
		Training materials							P8	P9	P10	P11	P13
WP2.2	Capacity Building programme report	Selection of experts	P1	P2	P3	P5	P7						
		Advanced training in EU premises							P8	P9	P10		P13
		training programme report							P8	P9	P10		P13
WP2.3	Equipment	Drafting of specifications									P10	P13	
		International bidding procurement		P2	P3	P5	P7						
		Delivery & setup of equipment		P2	P3	P5	P7						
WP2.4	Leather centres services		P2				P7		P9	P10		P13	
WP2.5	Pilot test reports	Pilot phase of leather centres		P2	P3	P5	P7						
		Pilot test report evaluation									P10		P13
WP2.6	Activities brochures		P1	P2	P3	P5	P7						
WP2.7	Collaboration platform				P3								



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P1	NTUA	P8	CIAPE
P2	SVU	P9	CRETHIDEV
P3	AAST	P10	CTIC
P5	JUST	P11	UPB
P6	ACI	P12	KTU
P7	BAU	P13	INCDTP-ICPI

4 Objectives of the selection of experts

This document is for internal use by the project team and will act as guidelines for the internal process of selection of the experts which will participate to the capacity building programme, namely to the advanced training in EU premises.

The main purpose of this guide on Criteria for the Selection of Experts is to describe the evaluation and selection procedures that the project team will follow in order to select the Jordanian and Egyptian experts which will be the recipients of the advanced training programme in EU premises. In particular:

- To clearly define the content and steps of the process of the selection of experts;
- To define the criteria used for the actual selection of experts;
- To define the responsibilities of the project partners regarding the selection process.
- To identify the stages of the selection process, the tools to be applied and the format of reporting the selection results;
- To provide guidelines for adequate implementation and monitoring of the selection process.

5 Partners involvement

In the description of WP2, roles are clearly defined and tasks clearly and appropriately allocated among partners.

UPB will coordinate this task and will assure that activities will be implemented appropriately by all partners involved; besides, it will be responsible for monitoring and taking corrective actions if necessary, in collaboration with the Project Coordinator (NTUA).

Specifically, the project partners will be involved in the selection of experts to be trained as follows:

UPB will:

- Provide the criteria for the selection of experts;

NTUA will:

- Supervise target partners in the selection of the experts for the capacity building programme;

SVU, AAST, JUST, BAU will:

- Select the staff to be trained, namely 3 experts per University, which will participate to the advanced training in EU premises.



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The output of the evaluation and selection process will be **the selection of 3 staff members from each of the four target universities** - two from Jordan (JUST and BAU), and two from Egypt (AAST and SVU) -, resulting in **a total of 12 selected experts** which will receive training in Portugal (CTIC), Romania (ICPI) and Italy (Milan), also benefiting from training and exposure within the LineaPelle fair in Milan, the biggest fair specialized in leather products and technology in Europe.

6 Methodology for the selection process of experts to be trained

A formal and transparent selection process will be organized in each of the four target universities (JUST, BAU, AAST and SVU). The methodology for the selection of experts will consist of the following stages:

6.1 The selection responsible

For each of the four target universities (JUST, BAU, AAST and SVU), the Selection Responsible will be the Project Manager/Representative of INNOLEA project. His/ her main **objective** will be to ensure the fair and adequate selection of the candidates.

6.2 The selection process

The selection process will meet the following **principles**:

- The Selection Responsible must be in a position to make unbiased judgments. Any possible conflict of interest must be disclosed;
- The Selection Responsible is obliged to acknowledge the present Methodology for the selection of experts and follow it entirely;
- The Selection Responsible must follow the selection criteria for experts described in this document;
- Decisions made by the Selection Responsible are final and cannot be contested by the candidates.

The Selection Responsible will fill in an **Individual evaluation form** for each candidate (Annex 1).

6.3 Criteria for the selection of experts to be trained

The following criteria must be met by all successful candidates (3 from each target university) who will be selected for advanced training in EU premises, and who will then work in the four newly developed leather centers:

1. Institution:

- All candidates should be staff members of the respective target university (JUST, BAU, AAST and SVU) where the new leather centers will be developed.

2. Education:

- Education level: minimum Bachelor of science degree;
- Education field: accepted fields include Engineering, Chemistry, Life sciences, Economy, Management.



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3. Career background/ experience:

- Proven experience in at least one of the envisaged activities/ services/ operations of the newly established centres: testing of leather products, training, certification, seminars, informative events regarding fashion trends and funding tools for the sector, participation in research projects etc.
- All candidates will submit their **Curriculum Vitae** for review.

4. Position in the new leather center:

- The selection process should consider the positions envisaged to be filled in by the trained staff in the new leather centers;
- When selecting the experts to be trained, the Selection Responsible should consider covering as many as possible envisaged positions of the new leather centers, in order to ensure the optimal ulterior functioning to the leather centers;
- Positions may include: technical staff for testing / operating the testing equipment, specialist on different areas as described in the activities for the new leather centers etc.

5. Future interests to be pursued in the new leather center:

- Each candidate will present the perspectives of career development in the envisaged position, and intended contribution to the development of the new leather centres.

6.4 Announcement of the selection results

The results of the selection process, namely the **List of selected experts** (Annex 2) will be forwarded by each Selection Responsible to the Project Coordinator (NTUA) and to the WP2 Leader (UPB), together with the **Individual evaluation form** (Annex 1) and **CV** of each selected expert.

6.5 Post-selection activities

Each Selection Responsible will ensure that the three experts selected from his/her institution for advanced training in Europe will be hired in the framework of the INNOLEA project as such, and will be given all assistance necessary for their participation in the training activities (visa, travel arrangements etc.) in EU premises.

Annexes

Annex 1: Individual evaluation form

Annex 2: List of selected experts

