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Annex 1 - New Product Development Training ‘NPD Skills’

RIS Professional Development

TERMS & CONDITIONS 2024

EIT Food – Europe’s leading food innovation initiative, working to make the food system more sustainable, healthy and trusted

Knowledge & Innovation Center on Food,
part of the European Institute of Innovation and Technology (EIT)

<http://www.eitfood.eu>



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1. General information

These terms and conditions are an agreement between EIT Food ivzw and the Participant of the *New Product Development Training 'NPD Skills'* implemented as part of the RIS Professional Development project.

2. Definitions

In these terms and conditions, the following definitions apply:

EIT Food ivzw: means the international non-profit association with scientific purpose governed by the Belgium Law, having its registered office at 3001 Heverlee, Ubicenter A, Philipssite 5 box 34, RCE Leuven, Belgium, (hereinafter: EIT Food).

New Product Development Training 'NPD Skills': means an offered training for professionals to encourage the development of pioneering ideas in food industry (hereinafter: NPD Skills Training).

Participant: means a person who applied for a selected course within the NPD Skills Training and whose attendance has been confirmed by the invitation letter received via electronic means of communication (EIT Food Application Portal – Dream Apply).

3. Overview of the New Product Development Training 'NPD Skills'

EIT Food *New Product Development Training 'NPD Skills'* is a unique series of courses, prepared by highly skilled international Partners from different institutions and countries, offering participants the opportunity to gain a holistic insight into new product development in the food market! The entire program of the *NPD Skills Training* is jointly prepared and delivered by experts from academia, industry, and research institutions, namely: University of Warsaw, Technion – Israel Institute of Technology, Aarhus University, PepsiCo International, Elea, Campden BRI Hungary Ltd., CSIC - Consejo Superior de Investigaciones Cientificas, and EIT Food CLC North-East.

The *NPD Skills Training* brings together food professionals from different backgrounds and countries. It offers professional blended-learning training aimed to encourage the development of pioneering product ideas in the food industry in RIS countries. The training is designed to teach the tools, techniques, and best practices developed to support the NPD process and enable participants to learn through experience. The innovative formula of the training enables participants to choose which of the thematic courses they wish to attend to gain new knowledge in a specific area of new product development in the food market, as well as develop their unique competencies. Participants can apply to attend selected courses of their choice.

In the on-site spring edition of the training, participants can attend the following courses:

- Sensory evaluation and its role in food product design (in-person course in Warsaw, Poland)
- Functional food: theory and practice (in-person course in Warsaw, Poland)

Each course offers a wide range of up-to-date knowledge which, combined with practical examples and a series of exercises, is aimed to enhance participants' skills!

The whole training is based on an innovative approach to teaching and learning and will involve interactive courses, project tasks, sensory evaluations, innovative teaching materials, and case study analyses.

4. Admission

1. The *NPD Skills Training* is a set of self-standing thematic courses, that aim to provide participants with specific knowledge in a particular area related to the development of new products in the food sector aligned with the [EIT Competency Framework](#).
2. Participants, according to their preferences and interests, can apply to attend courses of their choice (participants should indicate their preferred set of courses on the application form). The detailed schedule of the on-site spring edition of New Product Development Training 'NPD Skills', as well as the duration of each course, can be found on the [NPD Skills Training website](#).
3. By submitting the application form at the [EIT Food Application Portal](#) the Participant declared to meet the entry requirements for the course as provided on [the website](#).
4. Applications are accepted from the following RIS countries and territories (based on citizenship):
 - EU Member States: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain.
 - Horizon Europe Associated Countries: Montenegro, Republic of North Macedonia, Serbia, Turkey, Ukraine.
 - Outermost Regions: Guadeloupe, French Guiana, Réunion, Martinique, Mayotte and Saint-Martin (France), the Azores and Madeira (Portugal), and the Canary Islands (Spain).

5. The ideal applicant should:
 - Be a food professional employed in companies, academia or research institutes;
 - Have an entrepreneurial approach to problem solving and willingness to share their knowledge with other participants of the New Product Development Training 'NPD Skills';
 - Have relevant knowledge and experience in the food sector (please check each course on the Competency Framework to make sure it fits your needs and experience well – information about this can be found here: <https://learning.eitfood.eu/>;
 - Have a working knowledge of the English language (the course will be held in English);
 - Be a citizen of one of the RIS countries or territories listed in 4.3. (above).
6. The Participant is responsible for giving the correct information. This expressly refers to the correctness of the electronic e-mail address.
7. Applications will be assessed by a special committee of experts from the project consortium, concerning formal criteria such as country eligibility, command of English, employment (i.e., work achievements combined with employment period, confirmed by uploading a CV in the application system), acceptance of terms and conditions. The Organising Committee evaluates the applications in an ongoing mode.

5. Tuition fee

The Participant of the New Product Development Training 'NPD Skills' does not bear any participation fees.

6. Venue

Each of the two courses delivered as part of the on-site spring edition will take place at the University of Warsaw's Faculty of Management.

Address: Szturmowa Street 1/3, 02-678 Warsaw, Poland

The detailed schedule of the on-site spring edition:

- Sensory evaluation and its role in food product design
 - 20.05.2024 (9:00 a.m. – 4:30 p.m.)
- Functional food: theory and practice
 - 21.05.2024 (9:00 a.m. – 3:30 p.m.)

7. Terms of arrival

1. By applying, the Participant confirms that they will be able to come to Warsaw for the in-person courses, which will take place on 20.05.2024 and 21.05.2024.
2. Preferred time of arrival in Warsaw: the day before the course/early morning on the day of the course. Any travel delays failing to arrive during the suggested arrival period are the Participant's responsibility.

8. Travel and accommodation

1. Travel and accommodation costs are not covered by the Organisers of NPD Skills Training. The Participant is solely responsible for covering any additional occurring costs related to participating in the NPD Skills Training (e.g. travel, accommodation, any activity engaged in during free time, etc.).
2. The Participant must make their arrangements for travel to and accommodation in Warsaw, Poland.

9. Attendance

1. The Participant is expected to attend the entire (chosen) in-person course (according to the course schedule).
2. Any absence shall be immediately reported to the *NPD Skills Training* Organising Committee.
3. No excused absence shall be understood as a resignation from the course.

10. Cancellation by the participant

1. The Participant may withdraw from the NPD Skills Training by delivering a written withdrawal notice no later than until five days before the start.
2. In case of cancellation EIT Food has the right to receive the cancellation fee from the Participant.
3. The cancellation fee in the amount of 300€ shall be paid within 7 days after the day when the delivery of the withdrawal notice was confirmed by the NPD Skills Training organisers. In that case, EIT Food provides the Participant with all the necessary information on the procedure for the cancellation fee payment.
4. The cancellation fee shall be paid in cases when the Participant:
 - a) Interrupts the course,
 - b) Ends the course prematurely,
 - c) Does not attend the particular course and will not excuse the absence.
5. The cancellation fee does not refer to force majeure or illness, which will be reviewed by the NPD Skills Training organisers on a case-by-case basis.

11. The liability

The organisers of NPD Skills Training are not liable for:

1. The safety of the participants during events and activities during the program.
2. Damage or loss of the property of the Participant or damage caused by the Participant to the property of EIT Food NPD Skills Training organizers and third parties.
3. Other damages, losses, liability or personal injury arising out of or in any way connected with EIT Food NPD Skills Training program.
4. Other costs or expenses which are incurred because of any unlawful, unreasonable, or unwarranted action, behaviour, omission or decision by the Participant or a third party.
5. Personal belongings and possessions of the Participant.

12. Intellectual property

1. The Participant retains full and exclusive ownership of their intellectual property rights.
2. EIT Food and its authorised representatives in the project undertake all means necessary to ensure the confidentiality of the ideas and projects presented and developed throughout the course.

13. Certificate

At the end of each course, after passing the assessment, participants will receive a Certificate of Successful Completion confirming their participation in the selected course.

14. Privacy policy

1. The Participant grants their consent to the provision of their personal data to EIT Food and to the processing of such data by EIT Food in the scope necessary to the fulfillment of tasks and goals of the *NPD Skills Training*.
2. All above-mentioned personal data are processed according to the rules provided by the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).
3. By accepting the terms and conditions the Participant also authorizes EIT Food, *NPD Skills Training* and RIS Professional Development project consortium to publish photographs taken of the Participant during the *NPD Skills Training* for use in print, online, and video-based marketing materials, as well as other publications related to study program promotion.
4. The Participant further acknowledges that participation is voluntary and not connected with receiving financial compensation of any type associated with the taking or publication of the above-mentioned photographs or participation in marketing materials or other publications of EIT Food.