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New Product Development Training “NPD Skills”

RIS Professional Development

TERMS & CONDITIONS 2024
ONLINE SPRING EDITION

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 Científicas, and EIT Food CLC North-East.

The “NPD Skills Training” brings together food professionals from different backgrounds and countries. It offers professional 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 select their preferred thematic route, allowing them to develop their unique competencies and choose courses aimed at a specific area of new product development. Selection of either or both courses is possible, however, participants are reminded that committing to the “Project Management in New Product Development” or “Consumer-centric approach & design thinking in NPD” course implies attendance in both mandatory parts included.

In the spring edition of the training, participants can attend the following online courses:

- Project Management in New Product Development (including 2 parts):
- Consumer-centric approach & design thinking in NPD (including 2 parts):

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 workshops, project tasks, group work, innovative teaching materials, and case study analyses.

4. Admission

1. The “NPD Skills Training” within the spring edition is a set of two self-standing thematic courses, which 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 (more information: <https://learning.eitfood.eu/>). 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 in Dream Apply). The detailed schedule of the 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: <https://www.eitfood.eu/projects/ris-professional-development-2/npd-skills-learn-through-experience>
2. By submitting the application form at EIT Food Application Portal (https://apply.eitfood.eu/en_GB/courses/course/172-new-product-development-training-mpd-skills--spring-edition) the Participant declared to meet the entry requirements for the course as provided on the website: <https://www.eitfood.eu/projects/ris-professional-development-2/npd-skills-learn-through-experience>
3. Applications are accepted from the following RIS countries and territories (based on citizenship):

- EU Member States: Bulgaria, Croatia, Cyprus, Czechia, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain.
- Horizon Europe Associated Countries: Montenegro, 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).

4. 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).

5. The Participant is responsible for giving the correct information. This expressly refers to the correctness of the electronic mail address.

6. Applications will be assessed by a special committee of experts from the project consortium, about formal criteria such as country eligibility, command of English, and employment (i.e. work achievements combined with employment period, confirmed by uploading a CV in the application system), acceptance of terms and conditions. Formal criteria will be assessed on a two-point scale (1 – fulfilled, 0 – not fulfilled) while relevant experience on a three-point scale (0 – not satisfactory, 1 – acceptable, 2 – very good). The reviewers evaluate 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

The training will take the form of online courses.

The detailed schedule of New Product Development Training “NPD Skills”:

- *Consumer-centric approach & design thinking in NPD* course:
 - March 12, 2024 - 9:00 a.m. – 12:30 p.m. CET – part 1
 - March 13, 2024 - 9:00 a.m. – 12:00 p.m. CET – part 2
- *Project Management in New Product Development* course:
 - March 19, 2024 - 9:00 a.m. – 12:00 p.m. CET – part 1
 - March 20, 2024 - 9:00 a.m. – 12:00 p.m. CET – part 2

7. Participant's responsibilities

Each session within the training will be held online. Therefore, to take part in either course, participants are required to provide their own appropriate equipment to carry out the online communication i.e.:

- computer equipment to be used during the course;
- appropriate software;
- Internet connection;
- a computer webcam;
- a microphone.

8. Attendance

1. The Participant is expected to attend each session included in the selected course (according to the prepared 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.

9. Cancellation by the participant

1. The Participant may withdraw from the “NPD Skills Training” by delivering a written withdrawal notice no later than until 4 days before the start.
2. In case of cancellation EIT Food has the right to receive a cancellation fee from the Participant.
3. The cancellation fee of 300,00 euros shall be paid within 7 days after the day when the delivery notice of withdrawal 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 cancellation fee payment.
4. The cancellation fee should 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.

10. The liability

The organisers of “NPD Skills Training” are not liable for:

1. The safety of Participants during events and activities during the program.

11. Intellectual property

1. The Participant retains full and exclusive ownership of their intellectual property rights.
2. The 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.

12. Proof of Successful Completion

At the end of each course, after passing the assessment test, participants will receive a **“Proof of Successful Completion”** confirming their participation in the course.

13. Privacy policy

1. The Participant grants their consent to the provision of their personal data to the EIT Food and to the processing of such data by the EIT Food in the scope necessary to the fulfilment 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 regarding the processing of personal data and 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 the 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.