



Evolving Intellectual Property Rights Skills for Athletes

D1.2 – Project Manual

Date of delivery: 29/02/2024

Author: Giannis Tsiaras (Tero PC)

PROJECT DETAILS

Project Acronym	IPR-A
Project Title	Evolving Intellectual Property Rights Skills for Athletes
Program	ERASMUS+ SPORT
Starting Date	1 January 2024
Duration	18 months
Grant Agreement No	101134008



DELIVERABLE DETAILS

Deliverable number	D1.1
Work package number	WP1
Deliverable title	Project Manual
Lead beneficiary	TERO PC
Author(s)	Giannis Tsiaras
Due date	29/02/2024
Actual submission date	29/02/2024
Type of deliverable	Report
Dissemination level	Public

CONTROL SHEET

Version	Date	Description
V 0.1	15/2/2024	First draft

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



Contents

DELIVERABLE DETAILS	1
CONTROL SHEET	1
INDEX OF FIGURES	3
INDEX OF TABLES	3
1 BACKGROUND. ABOUT IPR-A PROJECT	4
2 INTRODUCTION	5
2.1 Purpose and Scope of the document	5
2.2 Description of WP1 Management	5
3 PROJECT MANUAL	6
3.1 Project Workplan & Implementation	6
3.1.1 Overview of Project Components	6
3.1.2 Work Package Management	9
3.1.3 Planned Deliverables	10
3.2 Project Management structure and procedures	10
3.2.1 Consortium members	10
3.2.2 Roles and entities	11
3.2.3 Project consortium meetings	13
3.2.4 Online meeting tools and file Sharing	13
3.3 Quality control	14
3.3.1 Key Performance Indicators	14
3.3.2 Risk, Quality and Ethics Management Plan	15



INDEX OF FIGURES

Figure 1 Phases of the project	6
--------------------------------------	---

INDEX OF TABLES

Table 1 Planned Deliverables of the project	10
Table 2 Key Performance Indicators	15



1 BACKGROUND. ABOUT IPR-A PROJECT

For the majority of athletes, including many successful ones, much in their sport, the alternative ways to sustain themselves financially are a reality. IPR-A project addresses the objective of “encouraging Dual Careers of Athletes” by formulating and carrying out a training program for athletes during and after the end of their involvement in sports, focused on their training on a specific field of entrepreneurship skills, the Intellectual Property Rights Skills.

Our projects concept approach is spread in three phases which relate to the Work Packages structure and address specific objectives. Our project will work on three levels: supporting the community (by developing educational programs and IPR entrepreneurial based skills), affecting the social aspect by involving athletes in the process and organizing seminars for immediate application of knowledge through specific educational method and affecting at personal level by increasing the beliefs about IPR and build skills so as to equip athletes for successful and active action with entrepreneurship.

The first phase of the project will incorporate activities related to design and define the learning outcomes of our projects program. During this phase partners will focus their actions to development of trainer’s manual and to make the educational course available online.

On the second phase co-creation studio will be organized, where the modules will be co-designed with the participants effort, and together with the other activities of this phase, the training program will be delivered to the participants in the form of educational seminars through specific educational method. This will equip them with confidence and a deeper understanding of the IPR skills being acquired to encourage them to tackle entrepreneurship more effectively.

The third phase is horizontal and will run from day one and all the way through to the end. It will concentrate on the promotion of IPR skills to retired athletes.



2 INTRODUCTION

2.1 Purpose and Scope of the document

The main goal of project management within the IPR-A project is to ensure the successful collaboration and involvement of all parties, both within the project, as well as of parties identified as part of the stakeholder ecosystem to develop, evaluate and develop the IPR-A outcomes for exploitation.

This implies that partners and central management should be continuously aware of the relationship between their own work and the work done by others. At the same time, the management has to fulfil the administrative requirements deriving from the partners' contractual relationship with the EC and implement quality control procedures that will ensure excellent outputs of the project activities, thorough quality review of the project deliverables and regular assessment of IPR-A progress and achievements. The project's management structure/procedures and quality control/internal assessment procedures are designed to achieve these goals.

2.2 Description of WP1 Management

The main objective of this Work Package is:

- To address project objectives, meet contractual obligations and deadlines through allocation and coordination of human and financial resources.
- To represent the project to EC, report progress and ensure seamless communication interface between EC and the consortium.
- To coordinate communications between all stakeholders including partners, external experts and advisors, researchers and evaluators to ensure efficient, transparent resolution of any issues.
- To ensure compliance with legal, ethical and privacy concerns with respect to data management, identification of any personal data usage or ethical considerations and application of appropriate national or EU regulations.
- To establish and run decision-making structures and technical support to ensure goal setting, progress tracking, document management and effective information exchange.



3 PROJECT MANUAL

3.1 Project Workplan & Implementation

3.1.1 Overview of Project Components

IPR-A concept approach is spread in three phases which relate to the Work Packages structure and address specific objectives.

IPR-A has designed a simple framework of four Work Package in to enable the project delivery in a more structured manner, where each WP contains a set of associated and related tasks. The overall WP plan has been agreed by all parties and implements a commonly agreed work plan and deliverables.

The IPR-A project, although not required by the call due to its small size, will be delivered in four instinctive Work Packages in order to provide better structured services and to ensure a smooth delivery.

The figure below is a graphical representation of objectives, phases and Work Packages:

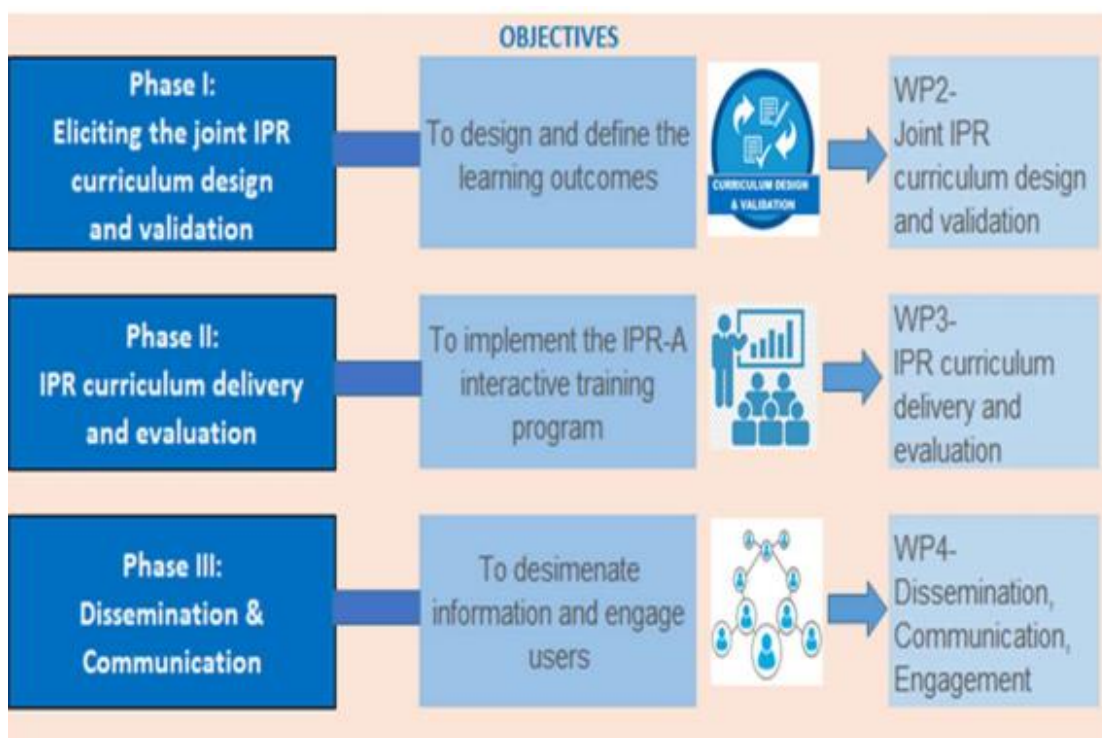


Figure 1 Phases of the project

The WPs have the following responsibilities and interfaces:

WP1: Project management and coordination

T1.1 Scientific & Technical Management

The Management of the project will be done in accordance with the project management procedures and includes: ensure each deliverable is prepared in a timely manner and conforms to the project specifications; supervise all



activities of the project in co-operation with the Work Package Leaders; control the overall work progress against the planned schedule; report regularly about the status and progress of the project to the EC; develop the Final Report that summarizes the work undertaken in all technical work packages; ensuring tasks within each Work-Package are developed within the planned timetables; organize project meetings, moderate and promote discussion between partners and keep record of minutes and all related material; coordinate and chair the project Steering Committee Meetings. Two project partner meetings will be organized in total to monitor the progress of the project. (as reported below at the 'Events and meetings').

T1.2 Administrative Management

This task involves the following activities: ensure that all administrative documents, including cost statements and Progress /Management Reports are timely and effectively prepared, and transmitted to the EC; carry out all financial tasks necessary to ensure that payments are effectively forwarded to all partners in line with the approved Cost Statements; coordinate all financial issues with the EC after collection of the information from the partners; arrange for the distribution of payments to partners; correspond to the EC and to transmit to the partners any official correspondence of the EC; arrange any contractual matters between the partners and between the consortium and the EC; Development of a project manual. A deliverable template will be introduced to the project at an early stage and adopted for all the reports and studies to be performed in the project. The template will introduce the general principles to be considered for each deliverable to make sure that deliverables will be structured in a way that will be appropriate and attractive to the end users. This will be an implementation guide for all members.

WP2: Joint IPR curriculum design and validation

T2.1 Develop the fundamentals of the IPR training through Co – design labs

Create the learner-centered structure of the curriculum and the elements of the curriculum that matters framework Specifically 1) needs assessment, 2) the planning session, 3) content development, 4) pilot delivery and revision, and 5) the completed curriculum package. Each partner will be responsible for organizing one co-design lab, where the modules will be co-designed with the active participation of the trainees. The idea is to work on groups and the method to be followed is the word cafes. Small groups (around four or five people) will converse together around tables and will be asked to define the content, structure and delivery mode of the module. In the end consensus between the participants will be sought. The training will be supported by the online platform/project website where learning resources will be available.



T2.2 Piloting & adjusting

During this task the partners will run a pilot program and will deliver pilots to members of the target group and obtain feedback. The feedback data will improve course curriculum structure and learning content/material. In this way the partners will be able to assess and improve the instructional materials and related training courses in the area of training IPR skills. To assure that learners have acquired the skills and knowledge that the training was intended to provide

WP3 : IPR curriculum delivery and evaluation

T3.1 IPR curriculum delivery

There will be three angles of actions:

- 1) “train the trainer” seminars. One in every country
- 2) Three cohorts of students to receive the training: deliver the IPR-A modules in the form of interactive case studies CPD courses in the respective countries
- 3) develop online IPR repository portal and online support guide on IPR/ one-stop-shop portal for IPR guidance and advice

T3.2 Evaluation & Lessons Learnt

During this task, a simple questionnaire will be developed for trainees. This will measure: 1. Their satisfaction levels with the training received and 2. Their knowledge increases towards using the interactive case studies training. Trainees will be asked to evaluate by a questionnaire that will have a simple structure and will give them options to rate the components of the modules. The analysis of the questionnaires will lead to a Lessons Learnt report that can constitute the basis for further improvement of the training or its application and further usability in other countries and regions

WP4: Dissemination & communication

T4.1 Dissemination, communication

Will aim at informing about and promoting the project’s activities and results and to demonstrate how EU funding tackles dual career challenges to the targeted group. This task includes all the activities associated to the outreach and dissemination of the project. At the beginning of the project, a Dissemination & communication plan will be developed by SEA. Development of a brand identity, project logo, leaflet and visual identity will be part of it. Attendance in events, workshops, forums are also part of this task. The activities to be undertaken will be guided by the Communication Plan and include the creation and maintenance of the web tool, publication of project results, participation to events to present project findings.

T4.2 Web tools

A number of online tools will be produced to support the project implementation but also its visibility and dissemination:



1) The project website from its early start (M2) will act as a beacon for the project's existence and allow the outreach of the project's results. The site will offer access to the project partners as well as members of the public offering different access levels.

2) Social media will be developed and remain active and updated. Visually attractive representation of the project results.

3.1.2 Work Package Management

Each Work Package will be led and coordinated by a Work Package Leader. It is their responsibility to co-ordinate the activities in the work package. They are responsible for:

- The performance and progress of the WP
- The transfer of information to other WPL and to the partners.
- Reporting of any possible problems to the Project Coordinator.

The leaders of each Work package are as follows:

- Tero PC: Lead Management and coordination WP & Joint IPR curriculum design and validation WP
- Inquirium Ltd: Lead Delivery and Evaluation WP
- Sport Alliance Evolution: Lead Dissemination WP

A Work Package Management plan will be completed for each Work Package and used by the Work Package leader to manage progress of the Work Package.



3.1.3 Planned Deliverables

No	Deliverable Name	WP	Lead Beneficiary	Due Date (month)	
D1.1	Project manual	WP1	Tero	M2	Feb 2024
D1.2	Deliverable template	WP1	Tero	M2	Feb 2024
D2.1	IPR curriculum for students	WP2	Tero	M7	July 2024
D2.2	IPR trainers' manual	WP2	Tero	M7	July 2024
D3.1	IPR curriculum delivery	WP3	INQUIRIUM	M17	May 2025
D3.2	Lessons learned report	WP3	INQUIRIUM	M18	June 2025
D4.1	Dissemination & communication plan	WP4	SEA	M2	Feb 2024
D4.2	Web tools	WP4	SEA	M18	June 2025

Table 1 Planned Deliverables of the project

All project deliverables are associated with a specific work package task. It will be the responsibility of the Task Lead to coordinate the drafting of the deliverable and ensure the inputs of other partners where necessary.

The deliverables will be approved by the project partners before submission to the Commission. The editor/author of each deliverable is responsible for ensuring that the appropriate procedure is followed, and the deliverable is submitted to the project coordinator (for reference). All results of the project will be made available to the IPR-A website.

3.2 Project Management structure and procedures

3.2.1 Consortium members

IPR-A consortium represents a unique group of highly competent and experienced research teams, composed specifically for the purpose of the project.

Partners will participate in Work Packages in a varying degree depending on their primary expertise, capabilities, and interest. The partners have been assigned very clear leaderships, while the Work Packages have been constructed in such way that certain activities can run in parallel to be able to produce the necessary results within the 18-month timeframe.



In total, the consortium brings together the skills and contributions of 3 partners from 3 European countries, possessing a willingness to grow, develop new tools to work with, improve the approaches to their target groups, explore innovative methods for education and expand their network.

P1: Tero Monoprosopi Ike - Greece (Coordinator)

P2: Inquirium Ltd - Cyprus

P3: Sport Evolution Alliance - Portugal

3.2.2 Roles and entities

IPR-A project management has as its main purpose, to establish a controlled environment that sets out common objectives, clear principles for coordination, transparent processes and effective monitoring.

The overall IPR-A Project Management Structure envisages the following levels of management :

- The Project Coordinator (PC)
- The Project Management Board (PMB)
- The Work Package Leaders (WPx-L)
- The Evaluation Team (ET)
- Stakeholder Engagement (Dissemination) Manager (SEM)

The Project Coordinator (PC)

Tero Ltd takes overall responsibility for coordinating and managing the project and will be responsible for the overall methodological orientation as well as the organization and control of the project. The PM constitutes a direct link with the EC Project Officer (ECPO). Furthermore, the PC will supervise the development of contracted activities ensuring its technical progress and ensuring all links between the project phases. Work Package (WP) leaders will develop and assure achievement of all activity under their respective WPs. A Deputy Project Coordinator is appointed as well. The Deputy has delegate responsibility in the absence of the PC, providing contingency and coordination support to the Project Manager.

The Project Management Board (PMB)

At the outset of the project, a Project Management Board (PMB) will be established; the PMB will oversee all activities undertaken in the project. It is essential to emphasize that the PMB will oversee and administer key strategic decisions in regard to the project, and will be the formal decision-making body. The PMB will ensure that the project team meets the objectives on project planning, critically assess results, and coordinate dissemination & exploitation opportunities to maximize the impact. The PMB will include a representative of



each member of the consortium and will be chaired by the Project Coordinator. The decision process of the Board is as follows:

- There will be one Management Board member from each partner.
- Each partner will have one vote in decisions taken.
- Decisions will be taken on a majority basis.
- The Work Package Leaders will be responsible to make appropriate arrangement for relevant activities in the WPs, record the minutes of the Board's decisions, post on the project communication platform, and help on other issues relevant to their WPs.

The Work Package Leaders (WPx-L)

They will be directly managed by the PC with whom they will be in regular contact. The WPLs are in charge of the coordination of their WP, which entails the definition of the roles of the partners as well as the preparation, planning, undertaking and reporting of the activities of the WP.

The WP leader will, therefore, be responsible for achieving the objectives, for the quality of the outputs and for technical reporting to the PC and to the Project Management Board.

The WPLs must have a global vision of the activities of the various WPs and will have to maintain tight collaboration and communication with the other consortium partners and with the PC.

In particular, the WP leaders will have to carry out the following tasks:

- co-ordinate the work of the other organizations involved in the WP
- organize meetings with the other partners involved in the WP when this is necessary in order to ensure that the envisaged activities are carried out, the objectives and results are obtained, deadlines are respected
- contribute to ensuring the coordination and communication of all the horizontal activities

The Evaluation Team (ET)

The Evaluation Team members (one per project partner) will be responsible for evaluating the quality of the deliverables and activities. They will also ensure that all risks have been identified, are under control and mitigation strategies are in place. The Evaluation Team will take on the following tasks:

- set Project management structure and plans.
- review specific quality objectives and quality indicators for each development stage of the project.
- carry out quality assurance and control activities (what is controlled, who controls, when).
- detail the personnel with respective responsibilities and assignments for each partner.
- information exchange and dissemination, control of information exchange and reporting.



- documentation management and control including identification of critical points and risks assessment.

Stakeholder Engagement (Dissemination) Manager (SEM)

The appointed Stakeholder Engagement & Dissemination Manager will be Sport Evolution Alliance.

They will be responsible for

1. Delivering the Dissemination goals.
2. Engaging key stakeholders in the project delivery.
3. Keeping the social media updated
4. Oversee the delivery of the interactive case studies seminars

3.2.3 Project consortium meetings

The project was launched by a plenary kick-off meeting. The meeting was the first opportunity to share the work plan resulting from the negotiation process, to refine the common and shared understanding of tasks and resources to project development and to build up an operational team spirit among IPR-A partners.

The main communication and collaboration opportunity in IPR-A is the Consortium Plenary Meetings. All partners must be represented, as this is a contractual obligation.

The IPR-A consortium Meetings will be two in total, and they have been aligned with deadlines of key deliverables, to provide opportunities for face-to-face communication throughout every phase of the project.

Consortium meetings will serve to present the current work in progress, the work to be done, schedule next actions, present technical issues to be dealt with, and find solutions, as well as to promote collaboration between partners, deal with integration issues and update the project vision. Consortium meetings may also be held by teleconference or other telecommunication means.

A meeting agenda will be issued 3 weeks prior to the meeting (in draft format and allowing partners to make contributions). Minutes will be issued within 2 weeks of each meeting and uploaded to IPR-A partners Google Drive folder.

3.2.4 Online meeting tools and file Sharing

Teleconferencing (audio- or video-based) will be used for organising virtual meetings. For this reason, online platforms like Skype, Zoom, Teams etc may be used for the online meetings set up by the coordinating institution. An electronic project management facility, will be utilized at the request of partners an IPR-A partners Google Drive folder and Google Docs, for the internal communication among partners. The Google Drive environment has been created and has been shared with all partner contacts. Further information will be circulated to partners through the IPR-A partners Google Drive folder



environment. This will include important information about editing MS Office documents on this platform. Google Drive will capture the day-to-day activities of the project, facilitating the upload and circulation of draft and final documentation, important references and other material including:

- A list of consortium partners and their contact details, addresses, telephone details, email address, messaging details etc.
- An electronic directory for storage of project related documents, which can be uploaded, viewed and downloaded by all partners. Partners will be invited to provide their comments/opinions on draft versions of project-related documents, where appropriate
- List of project actions

3.3 Quality control

3.3.1 Key Performance Indicators

The Key Performance Indicators (KPIs) will be monitored through the following activities/documents:

- Grant Agreement
- Project Management Plan with defined clear rules and roles for effective project management
- Dissemination and Communication plan with defined activities for disseminating project activities and results, preparation of publications, responsibilities for activities; defined channels and visibility package – prepared logo and templates.

IPR-A will utilize several key performance indicators (KPIs)/success metrics to evaluate the project outcomes and overall quality of the project. The table below describes the IPR-A KPIs.

	ACTIVITY	INDICATOR	METHOD
1	Create curriculum structure. Develop training material	3 pilot training and validate training courses	Deliver pilots to trainees on three countries and obtain feedback
2	Collate evidence and produce the manuals of training program	Manual of the IPR curriculum prepared	Design and define the learning outcomes of the IPR skills educational training
3	To deliver IPR module	3 interactive case studies seminars	Report on designing the e-learning interactive method
4	Training delivered to active and retired athletes	90 active and retired athletes trained	Questionnaires
5	Evaluation & Lessons Learnt	90 questionnaires analysed on knowledge increase	Questionnaires



6	Analysis of IPR training stakeholders	60 stakeholders mapped and taxonomized in three countries (sports clubs- athletes associations- academies- retired athletes unions)	Report of IPR curriculum program
7	Promotional activities	Social media presence - Weekly update	Online

Table 2 Key Performance Indicators

3.3.2 Risk, Quality and Ethics Management Plan

IPR-A will ensure compliance with ethical guidelines set in ERASMUS+ Regulation, Grant Agreement, EU legislation, European Research Code of Conduct for Research Integrity and National legislation. Ethical issues will be managed by the Project Coordinator acting as ethics supervisor ensuring that all activities and deliverables are following the EU, national and institutional ethics requirements. IPR-A will employ a combination of methodologies to achieve its objectives, ranging from design and define the learning outcomes, online seminars and questionnaires. During the course of the project, a number of activities will involve the participation of humans:

- Delivering pilots to the members of the target group and obtain feedback (WP2).
- Practical training (WP3).
- Evaluation (questionnaires) (WP3).

Furthermore, the project will involve representatives successful retired athletes from the field of entrepreneurship to engage them in the project throughout its whole duration. Data from the monitoring (Questionnaire) will be gathered in a way that individuals are not identifiable (anonymized or pseudonymized) IPR-A will ensure compliance with Regulation (EU) 2016/679 (General Data Protection Regulation, also known as “GDPR”) as well as other relevant national legislation.

Notably, the participation of people in the research will be based upon a process of informed consent. The participants’ right to control their personal information will be respected at all times. In principle, no data will be collected without the explicit informed consent of participants. Informed consent & permission will be sought by the parents of the children who will be involved in the training