



**INiTS Universitäres
Gründerservice
Wien GmbH**
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**Arab Industrial
Development and Mining
Organization**
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INiTS Ltd./AIDMO High-Tech Commercialization Partnership

Scope of Work (SOW)

Goals

- Supporting the willing AIDMO member countries in planning and implementing a national advanced start-up incubator system as a part of the effort to build technological capacities in the Arab world.
- Fostering and enhancing the commercialization of high-tech inventions and the founding of technology companies on a strategic level thus encouraging foreign direct investment
- Helping to grow the first successful cases and to spread the experience from AIDMO to the other AIDMO member countries as a measure to foster the private sector promotion in the region, and to enhance the efficiency of Arab industries and their competitive capacities.

Scope of Services

The following value-added services are available from INiTS based on several years of working experience as the major Austrian high-tech start-up incubator. It is understood that INiTS will be the contractual partner for AIDMO however, the consulting work will be out-sourced to CCC Ltd. (Cross Cultural Consultants) (Dr. Paul Martin Frentz) or other sub contractual.

I. Strategy Development

- Support the national authorities in creating an overall strategy for R&D, technology transfer, industrial subcontracting, patenting/licensing, and for attracting foreign direct technology investment
- Perform the necessary competitive analyses, technology and market analyses in the country and/or willing member countries of AIDMO
- Help building a center of excellence and training for industrial information and networks
- Prioritize potential strategic partners and identify points of contact
- Help to create top-level presentations and define value drivers
- Obtain feedback from thought leaders in the industry outside the country to validate the overall strategy

- Define milestones for a 2 – 4 year strategy launch plan
- As part of this process we might:
 - Deliver lectures, management cases or real-life reports at conferences, international gatherings or trade fairs
 - Contribute the 1st Arab Conference on Nano Technologies in Feb. 2008 with scientific or management speeches
 - Coach personnel from national agencies in using and applying the necessary strategic analysis tools
 - Support putting together a predictive study of the Arab industry in 2025 as well as studies on energy, clean production and environmental issues
 - Give advice and possibly support the expert staffing of a joint committee for the implementation.

II. Conceptual Development

- Support the national authorities in developing
 - An infrastructure concept for an advanced start-up incubator system
 - A financial support concept based on public subsidies
 - A human resource concept for the incubator(s) and for the first start-up companies
 - A technology evaluation concept for choosing the right core technologies for commercialization.
- Perform the necessary data mining and interviews as background material and as a base for decision making
- Revise strategy and presentations, as necessary
- Define milestones for a 1 – 2 year concept launch plan
- As part of this process we might:
 - Perform workshops and seminars with national key players
 - Help to set up the necessary documentation and data bases.

III. Process Initiation and Development

- Work with teams on government and top management level, and with board members in order to define a suitable operations process for building and driving the incubator system
- Develop and help to implement an operating plan for the first national incubator
- Provide oversight to establish core operations, and set up a quality control system for the start-up process
- As part of this process we might:
 - Make use of benchmarks and international best practice examples
 - Perform training workshops and seminars with top management personnel in charge of running the incubator(s) and those involved in interface functions with the industry
 - Take part in kick-off meetings and introductory events
 - Provide preparations, schedules etc. for meetings and follow-up action.

Deliverables

1. Overall strategy with mile stones and launch plan
2. Partial concepts (according to the client's needs) including mile stones and launch plan
3. Process descriptions and quality control measures
4. For no. 1 - 3 all necessary documentation.

Project organization, fees and legal conditions

- AIDMO will name the project manager who will serve as an interface to the Arab partner, and will be responsible for the project organization in AIDMO's H.Q.
- The above described scope of work is performed by one consultant (senior consultant or partner level) at a time
- The on-site work is performed in time slots of up to 5 working days each - depending on the client's wish - interrupted by weekends
- The client will reimburse all flight expenses (economy class) as part of the monthly invoice (reservations to be taken care of by the consultant)
- The client will take care of hotel accommodation (4 star) for the consultant making reservations and covering the invoice directly
- The daily consulting fee amounts to EUR 1,350.00 per day. Traveling time will not be charged.
- For preparations, back office work, secondary market analyses, administration and presentation material a fee of 12 per cent will be added to the daily consulting fee
- The invoice (including VAT) will be delivered ex post at the end of each project month with a precise list of working days and the consulting work performed and delivered
- The client agrees to pay all incoming invoices via international money transfer by end of the month following the month of the actual consulting work (e.g., in August for work performed in July)
- An up-front payment of EUR 13,500.00 (the equivalent of the first 10 consulting days) is due upon the signing of the contract and prior to the first on-site consulting day. In case the project consists of less than 10 days, the remaining amount will be reimbursed immediately upon the end of the project
- The contract can be cancelled from both parties on a weekly base
- The consultant will strictly keep the confidentiality of all project and client related information, and will take all necessary steps to guarantee this confidentiality within his own working environment
- The client will use any reports and written material from this project within the organizational framework of the project exclusively, and agrees not to hand over any material to third parties.

Date, 08/10/2007

Michael Rauhofer
Director General



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Mohamed Ben Youssef
Director General



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