



Check list ILO

Feasibility

- Is there the demand on IPR (number of researchers) ?
- Have you estimated the number of past university patents ?

Activities

- Are you planning the main goal of TTO?
- Are you planning how to reach it and in which way?

Organization

- Do you have internal resources?
- Do you know which skill your organization will need?

Financial Need

- How much money do you need for doing those things?
- How can you find it?

FIRST GOAL

- Do you know how to convince your Board, Rector and investor?



Check list ILO

Define:

1. Customers
 2. Actors and Competitors
 3. Suppliers
-
1. University – local context – regional context
 2. Ministers and Government - Chamber of Commerce – industrial association – private center or consortia – consulting companies
 3. Consulting companies – patent attorneys – law firms – foundations – financial world (VC, BA...)



Check list ILO: clienti

University

- How many researchers (students, phd, reseachers, professor...) ?
- Which are the main research fields (biotech, ICT...) ?
- How many research contract are managed by Your Institution?
- Wich share of the contracts comes from industry ?
- How many patents have been filled in the past ?

Local and regional context

- Which kind of industry is working in your area (sector, size) ?
- Are there specific innovation needs ?
- What kind of research is ask for ?
- Are there some industry networks or industrial districts ?
- Are there any other university or research center ?



Check list ILO: attori

Ministers and government

- Are there specific actions for promoting IPR use (training, funds) ?
- ...

Chamber of Commerce

- Is there a dedicated office for IPR activities (consulting, filing) ?
- Are there specific actions for promoting IPR use (training, funds) ?

Industrial Associations and Consortia

- Are there other organizations or local authorities involved in IPR issue ?
- What kind of service are they offering ?

Consulting Companies

- Are there other consulting companies involved in IPR issue ?
- What kind of service are they offering ?



Check list ILO: fornitori

Consulting companies

- Are there consulting companies involved in IPR issue ?
- What kind of services are they offering ?

Patent attorneys

- Are there dedicated offices for IPR activities (filing, prosecution, research report...) ?
- Have you already check skills, activities, costs of these offices ?
- What kind of services are they able to provide you ?

Foundations, Venture Capitalists, Business Angels

- Are there possibilities to get funds for TT activities ? From who ?
- Are there possibilities to get funds for “innovation projects” jointly to companies ?
- Are there possibilities to get funds for spin-off activity, at which conditions?



Check list ILO: fattori chiave

Define the goals and the philosophy of TT activities

- Within the university
- Within the local government
- Among every actors of the Area

Be different in comparison to others initiatives

- Analyse key points of the other actors
- Underline minus and plus factors
- Create value added in the TT process

Pay attention to raise awareness on

- IPR and entrepreneurship culture within the university
- Innovation needs of the industrial world
- Innovation policies and strategies of Government



Check list ILO: benchmark

Define:

Mission and goals

Organization and management

Manpower and skills

Relationship

Information, training and advertising

Budget

To understand what and how you can do



Check list ILO: missione e obiettivi

- To favour a deep link between university and industry
- To increase the innovation potential of local industry
- To increase the innovation potential of regional industry
- To increase the innovation potential of national industry
- To promote the commercial exploitation of IPR and KH
- To increase the patent portfolio
- To increase the spin-off portofolio
- To disseminate the IPR and TT culture
- To make money
- To have access to public or private funds
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Check list ILO: organizzazione

- Organizational units or department within the PRO
 - + internal liability
 - + close link to the researchers
 - + ownership of IP
 - + clear definition of the role
 - + secure budget coverage
 - + lower fixed costs
 - + management of contracts

 - high level of bureaucracy, weak incentives and motivation to commercialisation
- Subsidiary organizations outside the PRO
 - + managerial and financial independence
- Public or private intermediaries
 - + high specialised expertise
 - + economies of scale
 - + broader access to commercialisation

 - distance from research and researchers, weak management of research portfolio



Check list ILO: attività

- First consultancy
- Research on novelty
- Market evaluation
- Patent application
- Patent exploitation (licensing)
- Advertising and communication activities
- Liaison for contract research
 - client recruitment
 - contract signing
 - legal issues
- Administrative activities
- Spin-off assistance
- Financing of spin-offs
 - seed capital
 - holding shares



Check list ILO: risorse umane

Man power = function (goals, time, activities, organization budget)

Man power and role	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Professor	IN – PT	IN – PT	IN – PT	IN – FT	IN – FT
To Manager	IN - FT	IN - FT	IN - FT	2IN - FT	2IN – FT
Administrative	IN - PT	IN - PT	IN - PT	IN - FT	IN – FT
Patent attorney	OUT	OUT	OUT	OUT	OUT
Secretary		IN - PT	IN - PT	IN - FT	IN – FT
Legal expert		IN - PT	IN - PT	IN – PT	IN - PT
Finance expert			PT	PT	FT
Management expert			PT	PT	PT
Licensing expert		IN - PT	IN – FT	IN – FT	IN – FT
Communication		PT	PT	FT	FT
Man power (FTE)	2	4	5,5	8,5	9



Check list ILO: marketing

INSIDE the UNIVERSITY

- To stimulate the demand (researchers)
- To be visible (all empolyess)
- To be “clear and clean” (to the Board of Directors)
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OUTSIDE the UNIVERSITY

- To establish a role of the TT within the university
- To gain the liability
- To be a good partner for the innovation process of the Country
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