

Innovation Agent Task Force Committee Membership Agreement

§1 Scope of the Agreement

This agreement covers the following areas:

- the role and duties of the Innovation Task Force management team including the Automotive Skills Alliance (ASA), EuroSPI and ISCN.
- the role and duties of an Innovation Agent Task Force Committee member.

The agreement serves as official confirmation that ASA has granted the signee a position on the Innovation Agent Task Force Committee (TFC).

§2 Duties of the ASA and the task force management team of EuroSPI and ISCN

ASA	EuroSPI and ISCN
<ul style="list-style-type: none"> • ASA promotes the innovation agent task force to the European automotive industry. The innovation agent portfolio contains a skill set, training materials, an innovation assessment portal, and related services like innovation assessments. • ASA ensures that all members have access to up-to-date information about current skill sets. • ASA receives an annually updated skill set, information about the innovation assessment portal and training sets updates. • ASA promotes the innovation agent task force through the ASA website and flyers. • ASA grants the Innovation Agent Task Force Committee members the right to use the ASA logo in their brochures, solely to promote the Innovation Agent Task Force. 	<ul style="list-style-type: none"> • EuroSPI acts as one of the independent certification bodies for examining and certifying innovation agents. • ASA supports the expansion of certification bodies across Europe to enhance the issuance of innovation agent certificates. • ISCN has developed an ISO 56000-based innovation assessment portal, which is used in innovation agent training and services. This portal is maintained by ISCN. • EuroSPI provides exam portals and manages certification services during the market start-up phase. Additional certifiers are planned to be included in the future.

§3 Duties of the Innovation Agent Task Force Committee Member

Innovation Agent Task Force Committee members can have different roles based on their existing profiles:

Certifier	Training provider	Development Partner	Expert / Reviewer
<p>The certifier endorses the Innovation Agent skill set and issues certificates accordingly.</p> <p>The certifier also develops test questions and provides an exam system.</p> <p>Note: The certificates are issued by EuroSPI through its examination system. The task force is open to including additional certifiers who provide innovation agent exams.</p>	<p>The training provider mainly performs training based on the Innovation Agent skill set and must submit a mapping of the training materials to the skill set for the committee's review. Only training material, which covers the skill set may be used.</p>	<p>Development partners are responsible for developing training material and configuring an assessment model</p> <p>Note: The assessment tool is provided by ISCN and EuroSPI.</p>	<p>Experts and reviewers review the skill set, the assessment model, the training and other outputs.</p>

The task force committee members meet at least once each quarter to discuss and finalize updates to the skill set and assessment model.

Clarification of the scope of work in detail – **What are core activities?**

- Updating the skill set
- Updating the elaborated assessment model
- Updating the exam questions pool
- Defining the course syllabus
- Reviewing training materials to match the syllabus
- Jointly promoting the innovation agent qualification

Clarification of the scope of work in detail – **what are sub-team activities?**

Sub-teams develop materials with commercial value, such as training materials and assessment tools. These subgroups have the right to offer a license option for all Innovation Agent Task Force members. Task force members will have special conditions. Sub-team activities are:

- Developing training materials
- Developing an exam system
- Configuring an assessment system

§4 Effort and ASA Commercial Flows

Participation of a single expert is free of cost. Participating as an organisation with a commercial interest in innovation agent services requires a company membership with ASA, which currently costs 2000 EUR annually. Training bodies and certification bodies are expected to be/become ASA members.

For the companies as well as experts the following guidelines are in place:

- For single experts: Currently 6 days (e.g. 1 day x 4 meetings = 4 days + 2 days homework, or e.g. 1 day x 3 meetings = 3 days + 3 days homework, etc.) per year are expected to be contributed by single experts to allow a free-of-cost membership.
- For organisations/ASA members: Currently a minimum of 4 days (e.g. 1 day x 4 meetings = 4 days) per year are expected to be contributed to fulfil the duties listed in point 3.3.

The membership is prolonged automatically for one year unless the Innovation Agent Task Force Committee member sends a written request for termination of membership. Membership termination must be requested at least 4 weeks before the end of the year.

§5 Liability & Restrictions

Each contracting party shall release the other from any civil liability in respect of damages resulting from the performance of this agreement, suffered by itself or by its personnel, to the extent that these damages are not due to the serious or intentional negligence of the other party or its personnel. The ASA name, logo and certificate may only be used by Innovation Agent Task Force Committee members.

§6 Changes / Duration / Cancellation

Changes to the agreement must be made in writing; purely verbal agreements are not accepted. The agreement is valid from the date of signature until the end of the year. Membership is extended for one year unless the job role committee member submits a written request for termination. The contract may be terminated by either party at any time with a 3-month notice.

§7 Non-Disclosure Agreement

The task force exclusively exchanges best practices, methods, skill sets, training materials, and strategies. To ensure confidentiality and protect intellectual property rights, no product-specific or proprietary knowledge from participating experts or companies is shared. The primary objective of the task force is to launch the Innovation Agent Task Force and its related services, supporting the growth of the European (automotive) industry.

§8 This agreement is subject to the following legal terms

1. Governing Law: The agreement shall be governed by and interpreted in accordance with the laws of Brussels, Belgium.
2. Jurisdiction: All disputes arising from or related to this agreement shall fall under the exclusive jurisdiction of the courts of Brussels, Belgium.

We hereby agree to clauses 1 to 7 of the **Innovation Agent Task Force Committee Membership Agreement/ Duties of the Job Role Committee members.**

Organization

Short Name			
Organization	Fill in <EXPERT> if you function as a single expert		
Address:			
Street + No.			
Postal Code/City			
Country			
Phone		Fax.	
Website			

Contact Person

	Legal representative	Expert
Title		
First Name		
Surname		
Gender	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
Email		
Street + No.		
Postal Code		
City		
Country		
Phone		Fax.
Your interest: Role as TFC member (Multiple selections are allowed)	<input type="checkbox"/> Training provider <input type="checkbox"/> Expert / Reviewer	<input type="checkbox"/> Development partner <input type="checkbox"/> Certifier

Date:

Date:

<Signature and name of authorized person>

*Dr Richard Messnarz/Laura Aschbacher/
Damjan Ekert
Coordinator of Innovation Agent TFC*