

Policies and Procedures International Centre for Education and Learning Technologies & NCI Business Centre

Application

Please fill in an application form and email to the Incubation Manager, or present to the Business Centre reception desk.

The Incubation Manager will contact you regarding space and possibly meet with you to discuss your requirements. Space will be allocated by the Incubation Manager and all applications will be presented to the Advisory Board or a sub committee of the Board.

Applications will be accepted all year round and a waiting list of potential resident companies will be held on file.

Licence

There are two main types of licences

1. 1000 day Licence (2 year 9months)
2. 100 day licence

Once a licence is issued you are entitled to use the space allocated which is non specific and space will be allocated appropriate to your requirements. A 100 day licence may be issued to allow a company or individual to develop their business plan further, or while awaiting approval from the Advisory Board.

A 1000 day licence will be issued when the Incubation Manager and sub committee are comfortable that the in-coming company is a good fit for the Incubation Centre, and where the appropriate space is available.

Please read through the draft licence agreement and note that it is not a lease agreement. The licence is the legal agreement between NCI and the proposed resident company.

Facilities

Space will be allocated based on the number of persons employed. NCI provide units in varying sizes from hot desks to 2- 30 person units.

The building has access from 7am – 12 midnight and at the weekends 8am – 10pm.

Each office space will have a desk, chair, and IT point to include phone. Adequate file storage units will be supplied for each office unit.

Meeting rooms and boardrooms can be booked at special rates from the commercial office. These rooms must be booked in advance and a booking form will be required to make each reservation.

There is a Tea/Coffee station provided in the Research Building (Business Centre) on the 2nd floor. Additionally, there is a restaurant and café open in the college which is available for use by employees of resident companies.

Advisory Board

The advisory board is made up of a number of high profile business people who have offered up their time and expertise to assist in the development of incubation companies. We are fortunate to have a very strong advisory board of experienced professionals, from the worlds of education, finance, management, information communications technology (ICT) and international business.

Questions for the advisory board should be written and passed to the Incubation Manager at least 3 weeks prior to an advisory meeting.

Meetings are held in mid June and early December each year.

Employment HR Policies

Resident companies must comply with all Irish and European employment legislation, implementing best practise at all times. The Directors or Principle will be asked to sign a declaration upon entry to incubation space stating their personal commitment to ensure all employment legalisation is complied with.

Participation

As a resident company in the Incubation Centre it is expected that your company will participate in events of the centre, including presenting your company to visiting groups or at workshops to promote enterprise space.

There are a number of enterprise and entrepreneurial presentations held in the College where resident companies will be invited to attend and participate.

Marketing

Incubation companies will be asked to use the address of the Business Centre on all its promotional material and correspondence. Brochures containing photos of the College or facilities will require sign off from the Incubation Manager prior to publication.

Health and Safety

Each resident company should operate their business in accordance with the Health and Safety in the Work Place Act 2007, ensuring that best practice is implemented at all times.

The Incubation Manager will supply you with an up to date copy of the College Health and Safety statement. It is imperative that each company have their own H & S statement and the college will be delighted to assist in this area.

Maintenance/Services

All faults are reported by using our maintenance form and forwarded directly to the college reception (info@ncirl.ie), as these requests will be directed to the appropriate person immediately.

We endeavour to have all faults corrected within 12 hours. However, from time to time, parts may have to be ordered and our Maintenance Manager will communicate any delays regarding a repair.

Intellectual Property Rights

Please see our policy on Intellectual Property as this may affect you should we enter collaborative research projects.

Cleaning

Public areas receive a daily light clean and we endeavour to maintain a good level of cleanliness throughout the day. There are staff on duty each day up until 7pm Mon-Friday, to deal with any issues as they arise. Please report any service issues to the college reception (info@ncirl.ie).

Internal offices will have the bin emptied daily and receive a vacuum once a week (out of office hours). Desks will be cleaned and polished if left empty and free from paper work.

Information & Telecommunication Services

Voice Lines	Phone Number V LAN numbers Voice Mail Electronic Fax DDI
Internet	NCI provide access to a high speed internet connection. Direct to IP Core network POP (2Mb/s port over fibre)
Electricity	32A 220V
Terms	1. Billed Monthly 2. Vat Additional 3. Payment Method Direct Debit

NCI **do not maintain** electronic equipment (hardware) supplied by the resident company. A maintenance contract should be entered into to support hardware or software supplied by external suppliers.

Companies must ensure they maintain and operate an IT Security Policy ensuring that all employees are aware of IT policies and procedures before usage.

Car Parking

Car Parking can be applied for on a commercial basis via the incubation manager. There are generous discounts offered should you wish to avail of this facility and spaces are subject to availability.

Security

NCI have a 24 hour security presence and provide CCTV surveillance systems including an access card entry system. Each employee will be issued with an access card and keys will be issued for each office.

It is important that each company take responsibility and ownership for safety by reporting any suspicious activity in the area to security, and operating their own company "safe policy". Additionally the area is controlled and monitored by an outside security company and we have access to information to assist us in our security measures.

Replacement cards will be printed at a cost of €50 each. Keys cost €25 each.

Rates

Licences are subject to current rates for space and the current service charge.

Please note that all invoices must be settled by direct debit monthly

Deposit is one month in advance, paid prior to occupying space.

SERVICES TO BE PROVIDED

A key benefit of the Business Incubation Centre is the common and shared services available.

The Centre will provide a range of services. Services available include common services, the cost of which are included together with rent in the licence fees charged, and other services which are charged to the client according to use.

Common services included in service charge:

- ◆ Lighting, heating, and business rates.
- ◆ Incoming postal service
- ◆ Use of small meeting areas for non-income generating activities
- ◆ Security
- ◆ Cleaning and maintenance of public areas
- ◆ Business Campus Management
- ◆ Building services and insurance
- ◆ IT infra-structural service

Licence fee & service charge covers rent of space and common services.

All fees and charges to be paid by Direct Debit one month in advance.

Bank Details: ICELT Limited No 1 A/C. Bank: AAAAA
Bank Account No: BBBBB Bank Sort Code: CCCCC

Charged services by usage (in addition to above):

- ◆ Photocopying
- ◆ Telephones, fax
- ◆ Access to computer network - IP traffic
- ◆ Secretarial services
- ◆ Accounting services
- ◆ Access to expertise and equipment
- ◆ Use of large meeting rooms and training seminar rooms
- ◆ Outward post
- ◆ Business address, telephone answering service and Unified Messaging Service

These services will be charged on an "as used" basis at market rates. For a nominal fee potential entrepreneurs may avail of a business address, telephone answering service and unified messaging service. Rent space is also available on demand for meetings or temporary offices for a period before taking up accommodation at the Centre.