



SUBMISSION SET

Call for Proposals (ENT/CIP/07/0001a)

Services in support of business and
innovation

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I. Introduction

This Submission set complements the Call for proposals (“the call”) as published in the Official Journal of the European Union (“the call text”)¹ and contains the information needed to guide applicants in preparing a proposal.

It describes in detail the requirements for applicants and contains all necessary forms to be used and included in the proposal. It also describes the procedure for the online submission of proposals. It contains references to other documents, reports, forms and software tools that are of assistance in the preparation of the proposal.

This submission set is based on the submission set published for the first call for proposals (ENT/CIP/07/0001)², and has been adapted to the extent that this call aims at filling the not covered geographic areas that emerged after the award decision of the first call for proposals.³

The Competitiveness and Innovation Framework Programme (CIP) is the legal base for this Call. This Call for proposals constitutes part of the work programme of the Entrepreneurship and Innovation Programme (EIP), which is one of the three CIP sub-programmes.

Before preparing a proposal, applicants should consult the CIP decision text and the constantly up-dated EIP work programme via the CIP website: http://ec.europa.eu/enterprise/enterprise_policy/cip/index_en.htm.

Applicants should also pay particular attention to the model Framework Partnership Agreement (the “FPA”) and its annexes (including the specific grant agreement). It specifies the contractual terms and conditions to which applicants will be expected to agree if their proposal receives an award for funding.

The call is in full compliance with the Financial Regulations and its Implementing Rules. Please consult the relevant Regulations, with particular attention to Title VI describing the rules and conditions applicable for grants.⁴

Please note that this Submission set does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the CIP, the work programme of the EIP, and the Call text.

II. Specific information for the call

This section will provide some specific information for the call, putting the call into the context of the CIP and detailing the objectives of the implementing measure and the call.

1. Context

The Competitiveness and Innovation Framework Programme (CIP) is established to contribute to the competitiveness and innovative capacity of the Community with particular attention to the needs of Small and Medium-sized Enterprises (SMEs). It integrates and rationalises several existing EU measures that support business and innovation.

As a major component of the EIP, the European Commission (“The Commission”) implements a measure to provide SMEs with integrated services in support of business and innovation. These services will be

¹ JO C 227 du 27-09-2007

² JO C 306 du 15-12-2006

³ For Third Countries, see section V of the submission set

⁴ Council Regulation 1605/2002 of 25 June 2002, Commission Regulations 1261/2005 20 of July 2005 and 1248/2006 of 7 August 2006 - modifying Regulation 2342/2002 of 23 December 2002.

delivered through a single network to be established through the call complemented by this Submission set.

Article 21 (CIP) and *Annex III (CIP)* detail the overall framework under which these services shall be delivered.⁵

The Commission wants to establish a new network (“the network”) providing integrated services to SMEs, building on the strengths and achievements of the current Euro Info Centre (EIC) and the Innovation Relay Centre (IRC) networks. The Commission will take the necessary steps in due time to create a trademark and logo to adequately label the services delivered in support of business and innovation.

The call invites single organisations or groups of organisations, referred to as “consortia”, to submit proposals for providing services as defined in *Article 21 (CIP)* and *Annex III (CIP)*. Successful candidates, either single organisations or organisations included in consortia, are referred to as “network partners”.

2. Objectives

The main objective of this call is to complete the geographical coverage for a single network providing integrated services in support of business and innovation, based on *Article 21 (CIP)*.

The individual objectives are to:

- Increase the synergies among all network partners through the provision of integrated services;
- Maintain and continually improve the access, proximity, quality and professionalism of the integrated services provided by the network;
- Raise awareness – in particular among SMEs – regarding Community policy issues and the services offered by the network, including the improvement of environmental awareness and eco-efficiency of SMEs and the Cohesion policy and Structural funds;
- Consult businesses and obtain their opinions on Community policy options;
- Ensure that the network offers complementarities with other relevant services providers;
- Reduce the administrative burden for all parties.

To implement these objectives, proposals will include the following services⁶:

- Information, feedback, business co-operation and internationalisation services (*Art. 21.2 (CIP), Module a*);
- Services for innovation and for the transfer of both technology and knowledge (*Art. 21.2 (CIP), Module b*);
- Services encouraging the participation of SMEs in the Community framework programme for RTD (*Art. 21.2 (CIP), Module c*).

To ensure services of highest quality for SMEs and to implement a single network, the following general provisions apply for the whole network and for each network partner:

- Implementing the ‘No wrong door’ concept;

⁵ http://ec.europa.eu/enterprise/enterprise_policy/cip/index_en.htm.

⁶ See Annex 4 – Background information about the current Euro Info Centre (EIC) and Innovation Relay Centre (IRC) network.

- Excellence and Professionalism of network partners.

The Commission expects that proposals from single organisations or consortia will provide integrated services of all service modules. It is also expected that proposals show a fair balance of activities between services as described in *Module a* and *b* of *Article 21.2 (CIP)*. Services related to *Module c* of *Article 21.2 (CIP)* must be covered in each proposal. The priority for integrated services will be reflected in the evaluation process and respective awarding decision.

Currently, the number of organisations involved in the IRC network amounts to 220 grouped in 67 consortia. For the EIC network, the number of organisations involved amounts to 267.

The Commission is expecting, with this call, to keep approximately the current number of organisations, each proposal being ideally composed of services proportionally distributed between those providing services as described in *Module a* and those providing services as described in *Module b* of *Article 21.2 (CIP)*.

The Commission is expecting proposals submitted by consortia covering the respective geographical areas not yet covered as a result of the first call. (see section V. “Requirements for applicants” for detailed information).

3. Financial Aspects

The estimated budget available for the call is **€6.8 million for the period 2008 – 2010**⁷, available for the defined countries and geographic areas in the EU27 as listed under point V of the submission set. The Commission will provide a co-financing of **up to 60%** of eligible costs as defined in *Article II.15 of the FPA*. The actual percentage will depend on the overall number of successful applicants, the total budget requested and the quality of proposals.

Moreover, the Community contribution is expected to be equally split between services as described in *Modules a and b* of *Article 21.2 (CIP)*. For each of the modules, an amount of **€3.2 million** is foreseen.

The Community contribution for *Module c* of *Article 21.2 (CIP)* is expected to constitute a smaller portion of the budget than either *Module a* or *b*. This contribution will be of approximately **€400 000**.

While there is no pre-defined allocation of budget by Member State, the distribution will reflect to a certain extent the socio-economic criteria that correspond approximately to the total population in Member States.

4. Content of proposals

Proposals to be submitted will mainly be constituted by the following two parts:

- A proposed Implementing Strategy, notably on the integration of services, having a 6 year time horizon (2008-2013) that will define, for a given geographical area and for each of the services defined in *Article 21.2, Modules a to c (CIP)*, the objectives, the justification and the methodology for implementation. This document will constitute the annex I of the FPA.
- A Preliminary Work Programme that will translate the implementing strategy into detailed actions during the first 36 months with the corresponding estimated budget. This document will constitute the annex I of the first Specific grant agreement if the proposal is selected.

⁷ Year 2010 is a correction. See CORRIGENDUM, OJ C 239 of 11 October 2007.

Detailed information concerning the content and the structure of these two documents is provided in Annex 2 – Proposal Part B of the submission set.

5. Mid-term evaluation

Within the third year of operation (2010), an evaluation of the performance of the network will be undertaken by the Commission. The results of the evaluation may feed a future decision on a possible modification of the financing arrangements (including the co-financing rule) and may also impact the content of the work programmes to be sent to the Commission by the end of 2010 to prepare the next specific grant agreements.

6. Network brand

The Commission is currently working on the identification of a new network brand. When this network brand will be available, the network partners will be required to use and promote it in all their activities linked to the network in order to ensure its coherence and its readability.

III. Implementing a single network providing integrated services

Applicants need to consider, in addition to the services under *Article 21.2, Modules a, b and c (CIP)*, services and activities ensuring the completeness of the project and implementing a single network for integrated services. This corresponds in particular to *Article 21.6 (CIP)*. These common activities address mainly two areas:

1. Implementing the ‘No wrong door’ concept

The Commission wants to ensure that SMEs can easily access all European business support services on offer. It has in the past set up programmes that aimed at enhancing co-operation among all business intermediaries at regional level, in order to take steps to create regional business gateways.

The objective of the ‘No wrong door’ concept is to integrate all services in support of business and innovation into a comprehensive set of services to SMEs. The Commission, therefore, seeks integrated proposals covering all service modules within one proposal.

Reflecting the diversity of specialised services and the proposed geographical coverage in which services have to be delivered, the ‘No wrong door’ concept shall ensure co-ordination, co-operation and joint tools among all network partners. For that purpose, all awarded single organisations and consortia offering services in support of business and innovation will be asked to implement this concept through adequate project management arrangements among them. This includes measures to ensure a functioning signposting mechanism for a seamless referral of clients to the most appropriate source for the inquiry.

2. Creating a single network of excellence

The CIP is the major European framework programme to enhance the competitiveness of enterprises, in particular of SMEs. The network will play an important role in implementing European policies in support of business and innovation. The success of implementing these policies is based on the governance foreseen for the network and the skills of the network partners and their hosting organisations.

The network will be embedded into host organisations that will account significantly for the support needed to implement the proposed actions. Both host organisations and network partners must co-ordinate their activities, thus strongly contributing to the excellence of the network and the services to be delivered. The network and its host organisations play an important role as intermediaries between the

enterprise community and the Commission. Eligible actions in the area of network governance are detailed in section IV, sub-section 4.3.

In the case of a consortium, the respective roles of co-ordinator and partners need to be explicitly defined. The FPA details the responsibilities as part of this measure. However, all partners of a consortium need to agree on the modalities to ensure the proper functioning of the consortium. Despite the respective roles within a consortium, all partners will maintain a high degree of responsibility for delivering the services.

The Commission will ensure the European dimension of the network and take the necessary steps to put in place a network support structure provided by a technical and administrative support structure (the Commission is going to use the Executive Agency for Competitiveness and Innovation (EACI) to run these activities), which will provide for a network infrastructure, including IT, financial and administrative management tools. The network support structure, will also assist in complex questions and inquiries, and provide for animation, support and quality measures to the network.

The Commission will furthermore encourage the development of relations between the network and various other services and ensure, through the network support structure, the co-ordination of European promotion actions and promotion tools.

The Commission will also promote relations between the network and organisations that are not participating in this call, but that can contribute to the quality of the network. These organisations, which are often federal associations and sector-specific, could become privileged partners of the network without any financial implications.

Network partners will also be involved in undertaking joint activities that create the network of excellence and create value added services through a strong network effect.

Actions will focus on three areas⁸:

- Contribution to the quality and methodological development of the network;
- Realising added value from network co-operation;
- Common organisation of large trans-national events.

IV. Services in support of business and innovation

This part follows the structure of *Article 21.2 Modules a, b and c (CIP)* and consequently *Annex III (CIP)*. It also describes in more detail the services expected from network partners. In addition, section IV.4 describes the services that also need to be considered in order to implement a single network of excellence, based on *Article 21.6 (CIP)*.

A number of services within the individual modules are crosscutting, in particular in relation to awareness raising and political input/feedback. They will be described in each section, as they address different sectors and themes.

For each module, applicants should keep in mind the two parts of the proposal:

The implementing strategy of network partners will be based on the needs of their clientele and the environment in which they operate. A balanced and appropriate integration of support to business and innovation support service must be demonstrated.

⁸ See Chapter IV.4 for eligible activities

The work programme will be specifically designed to stimulate and to support the development of business as well as to contribute to the development and implementation of competitiveness and development strategies. The proposed services should contain a trans-national dimension. A particular effort should be made to facilitate access for SMEs to other existing specialised services in the territory.

Therefore, it is expected that, for each category of the services, the following aspects be addressed in the proposal:

- Identification and analysis of local needs;
- Identification and analysis of existing services and service providers;
- Strategic orientation, priorities and added value of the proposed service, covering among others, the way to integrate the services in the geographical area.

1. Information, feedback, business co-operation and internationalisation services - Article 21.2 Module a / Annex III (CIP)

SMEs need simple, clear and efficient access to the European Union – its legislation, programmes and opportunities. Services as described in *Article 21.2 Module a and Annex III (CIP)* reflect this need. Accordingly, network partners will provide high-quality services to enhance the competitiveness of European SMEs. They will respond to the needs of their clients and develop synergies with political authorities and other actors of the business community to ensure complete services.

Services will be addressed to all enterprises, in particular SMEs, that are interested in benefiting from the European single market and want to improve their competitiveness.

Network partners will:

- Process the vast amount of information about European legislation and programmes and provide tailored intelligence for SMEs and other clients;
- Offer assistance and advice services to SMEs to benefit from European programmes and initiatives;
- Provide feedback from SMEs to the Commission to ensure that future legislation responds to SME needs;
- Offer services to develop trans-national co-operation between SMEs and help them finding suitable business partners to expand their business and enter new markets.

Network partners will target SMEs but will also include large companies and industry sectors of relevance for SMEs. Other target groups include regional authorities and trade associations. They will also address the Commission and contribute to an assessment of EU policies towards SMEs.

The activities of network partners in the field of information, feedback, business co-operation and internationalisation services will follow *Annex III (CIP)*, listing the details of the services in support of business and innovation laid down in *Article 21.2 module a (CIP)*.

1.1. Disseminating information relating to the functioning and opportunities of the internal market for goods and services, including signposting to tender opportunities

Services will aim at providing relevant and up-to-date information on European Directives, Regulations and standards, public sector contract opportunities, business opportunities, funding, research and development initiatives as well as accurate and specialist market information for companies that are exporting or preparing to import.

Network partners will provide specialised advice and assistance about European issues and policies, legislation, standards, sources of funding, business opportunities, the Euro, public sector tender opportunities and conformity assessment.

1.2. Promoting pro-actively Community initiatives, policies and programmes relevant for SMEs and providing information to SMEs on the applications procedures for such programmes

Network partners will for this purpose organise awareness raising activities (and include EU issues in host structure events); they will also set up an agreed list of promotional events and actions on European policies/activities, according to needs of regional SMEs and to the European Commission's priorities.

Network partners will promote pro-actively the initiatives of the EU SME-Environment Programme, helping SMEs to take full advantage of the opportunities offered by the Programme and to comply in the most cost-effective way with EU legislation, increasing their eco-efficiency and eco-innovation capacity.

Network partners will also provide SMEs with information regarding Cohesion policy and the Structural funds. For the support to SMEs, this includes the financial instrument 'Joint European Resources for Micro to medium Enterprises' (JEREMIE).

Furthermore, network partners will develop specific services such as a European tender alert service, providing updated information on European tenders for SMEs interested in participating in public procurement.

Finally, network partners will effectively communicate and market services in support of business and innovation including the development and maintenance of a website serving as a platform for these services.

Actions eligible for funding to implement the above identified activity can include:

- Hold EU information mornings or 'clinics' in the covered region (including advertisement in local media);
- Tailored provision of EUR-OP publications to clients in liaison with the Publications Office (<http://publications.europa.eu>), taking advantage of the EU Bookshop online service (<http://bookshop.europa.eu>);
- Ensure proper referencing and cross-linking of EU relevant websites, in particular EUROPA - <http://europa.eu> , CORDIS - R&D Information – <http://cordis.europa.eu> , EUR-Lex - legal texts – <http://eur-lex.europa.eu> , TED - public procurement – <http://ted.europa.eu> , and EU Bookshop - publications and reports – <http://bookshop.europa.eu>
- Produce fact-sheets with themes such as trading in Europe/VAT procedures/Environmental legislation/sources of funding, competition policy;
- Produce brief studies on the candidate countries/EU member states in order to facilitate the access of local companies into new markets;
- Set up or develop European clubs for the local business community. Representatives from the main industries in the region could be invited to come together to discuss EU policies/standards/issues, new regulations, market opportunities, etc. that may affect each of the industries;
- Target information and communication based on media tools such as newspapers, magazines, radio, TV and Internet.
- Publish a detailed monthly list or a brief summary of new Commission documents and encourage companies to contact the network partner for help if proposed legislation could affect their company. This list can be divided up into principal policy areas;

- Submit articles for local newspapers and/or business magazines on topical subjects such as EU Food Safety Policy, Health and Safety at Work, Draft Charter of Fundamental Rights of the EU; EU environmental policy
- Articles written on subjects such as the above to be sent to other organisations in the area;
- Set up Internet-related tools such as electronic newsletters, regularly up-dated web pages, Question & Answer sections on the website;
- Publish company partner requests for EU funding with a link to a page on latest European funding opportunities;
- Issue Press releases on EU subjects;
- Seek an arrangement with local or regional radio stations in order to broadcast information on topical EU themes.
- Facilitate public-private partnerships aiming at the most cost-effective implementation of EU policies (including environmental management schemes) in clusters or districts of SMEs, using specific clusters or supply chain approaches

1.3. Operating tools to measure the impact of existing legislation on SMEs

This activity will involve reporting cases within a Commission-maintained feedback mechanism in order to raise the Commission's awareness towards problems that companies encounter in the Single Market.

Network partners will also support the organisation of business panels allowing the Commission services to test a specific legislation or policy through a relevant sample of enterprises (in particular SMEs).

1.4. Contributing to the carrying-out of impact assessment studies of the Commission

This activity will comprise contributing to Impact Assessment Studies in SME related areas, disseminating and promoting on-line consultations, encouraging SMEs to participate (offer assistance if required), and to organising events to increase the number of contributions.

1.5. Operating other appropriate means to engage SMEs in the European policy-making process

Under this activity, appropriate means can be proposed by applicants in order to involve SMEs in the process affecting their operations.

Actions eligible for funding under this activity may include:

- Encoding in a Commission database the best practice cases describing the problems encountered, in particular by SMEs of their geographic area, when implementing European legislation or policies, the development and use of European standards, participating in European programmes or related to the Single Market rules. The encoding will be based on Commission instructions and its number will be in concordance with the activity of the network partner;
- Helping the Commission to organise panel of enterprises (SMEs in particular) within their geographic area aiming at testing a piece of legislation or a policy in preparation;
- Proposing promotional activities to encourage the participation of enterprises in the listening to SMEs tools proposed by the Commission (web pages, ads in organisations publications, etc.);
- Disseminating the results of the listening to SMEs tools in their geographical area (for instance among sectoral organisations, regional and national authorities, etc.);
- Proposing promotion activities encouraging the participation in particular of SMEs, in online consultations launched by the Commission;

- Proposing support measures for SMEs, in order to help them to better understand the meaning or importance of a consultation launched by the Commission; support measures should also comprise advice if required by the SME to reply to the consultation.

1.6. Assisting SMEs to develop cross-border activities and international networking

Network partners will offer business co-operation services for all SMEs in the commercial, financial and production sectors.

Services will also include offering company-driven programmes of business to business events, including the attendance by SMEs at matchmaking events as well as preparation and follow-up services.

1.7. Supporting SMEs to find relevant partners from the private or public sectors through appropriate tools

Network partners will run, as an operating tool, a business co-operation database, which will be provided by the Commission, containing SME co-operation proposals.

Network partners will also maintain a directory of matchmaking events in Europe, to help enterprises finding a partner in the framework of those events. This action will be complemented by promoting the participation of enterprises in those events and offer initial assistance (basic training, information, etc).

Actions eligible for funding under this activity may include:

- Raising awareness on international business cooperation, its advantages for an SME and the tools available in the network to assist their clients, notably by organising match-making events based on best practice;
- Using the business co-operation database when seeking and disseminating international business co-operation profiles within the network in order to describe the profile of their clients and of the potential partner(s) sought;
- Disseminating partnership requests and offers through the appropriate information and communication means and channels (Newsletter, website, catalogue, media...);
- Disseminating up-to-date/active and not outdated partnership requests and offers and ensure the quality of partnership requests and offers;
- Feeding the Business Cooperation database by filling in cooperation profiles of their clients;
- Promoting the database in relationships with their clients and with local economic operators and other suitable partners and contacts;
- Facilitating effective cooperation with other users of the database.

2. Innovation, technology and knowledge transfer services - Article 21.2 Module b / Annex III (CIP)

High-quality, easily accessible innovation, technology and knowledge transfer services are important instruments contributing to close the ‘innovation gap’ between Europe and its main competitors. By bringing innovative products to international market efficiently and effectively, they boost innovation capacity and productivity of European businesses, contributing to the creation of jobs, growth and sustainable development of European economy.

As described in *Article 21.2 Module b and Annex III (CIP)*, the services to be provided are listed below:

- Disseminating information and raising awareness regarding innovation-related policies, legislation, and support programmes;

- Engaging in the dissemination and exploitation of research results;
- Providing brokerage services for technology and knowledge transfer, and for partnership building between all kinds of innovation actors;
- Stimulating the capacity of firms, especially SMEs to innovate;
- Facilitating linkage to other innovation services including intellectual property related services.

Network partners will concentrate on SMEs as their main target group, other actors related to innovation, such as universities, research centres, regional clusters of technology-based industries and services, larger companies, and where appropriate, professional and trade associations, public sector organisations and companies, technology brokers and development agencies, should also be targeted.

In order to make services for innovation and for transfer of technology and knowledge more accessible, network partners will establish strong cooperation with other actors which are not formal network partners but can help extend the number of access points in the geographical area to be covered. Relevant organisations include professional associations, clusters, networks, university technology transfer offices and others.

2.1. Disseminating information and raising awareness regarding innovation-related policies, legislations, and support programmes

Distinct dissemination and awareness raising activities relate to:

- Dissemination and awareness raising regarding EU Innovation related policy framework, legislations and Innovation actions (including eco-innovation) under CIP;
- Ensure proper referencing and cross-linking of EU relevant websites, in particular EUROPA - <http://europa.eu> , CORDIS - R&D Information – <http://cordis.europa.eu> , EUR-Lex - legal text – <http://eur-lex.europa.eu> , TED - public procurement – <http://ted.europa.eu> , and EU-Bookshop - publications and reports – <http://bookshop.europa.eu>
- Raising awareness amongst of public sector and public sector companies about innovation friendly procurement and promotion of innovation friendly public tendering opportunities
- Communication and marketing of Innovation, Technology and Knowledge transfer services;
- Promotion of trans-national technological cooperation opportunities

Actions eligible for funding under this activity may include:

- Production and implementation of a communication and marketing plan based on the analysis of the local needs;
- Development of a website serving as a main platform for operations, as well as other tools for communication and marketing of services and opportunities toward targeted clients;
- Promotion of participation and dissemination of information on EU innovation related policy consultations, feedback on the functioning of business support services based on collection of feedback through network partners contacts with their clients;
- Taking part in EU-sponsored promotion schemes, such as European Innovation Days (a pan-European event involving the whole network and covering a special topic each year), information stands and presentations in conferences or fairs;
- Targeted information using different media and tools, such as emails, articles in newspapers and magazines, TV programmes, seminars, presentations at local events.

2.2. Engaging in the dissemination and exploitation of research results

The results of European and national RTD programmes are a valuable source of innovation. Making the results better known across Europe will avoid double spending of public funds in similar projects. Moreover, realisation of the market potential of these results will effectively create an economic return on the investment made.

Network partners will support trans-national exploitation and dissemination of RTD results, whether from EU funded research projects or from regional and national funded research projects.

The dissemination activities will be targeted and efficient. Types of actions eligible for funding are the same as those indicated under the sub-section IV.2.1 “Disseminating information and raising awareness regarding innovation-related policies, legislations, and support programmes”.

More importantly, relying on the fact of being part of a trans-national network, network partners will actively support the establishment of trans-national partnerships between local owners of the research results and business organisations abroad for the commercialisation of their results. Regarding eligible actions, please refer to sub-section IV.2.3 “Providing brokerage services for technology and knowledge transfer, and for partnership building between all kinds of innovation actors”.

2.3. Providing brokerage services for technology and knowledge transfer, and for partnership building between all kinds of innovation actors

The core of the innovation, technology and knowledge transfer services is to provide brokerage and assistance services to companies, in particular SMEs, research organisations, regional clusters in technology based industries to build international technology cooperation partnerships, including:

– Inward trans-national technology transfer

Network partners will be aware of, and responsive to, the scientific and technological requirements of local industry. They will carry out for their clients’ requirement analysis both at the level of sectors and at the level of individual company. Based on clearly established requirements, they will actively search, match and promote technological solutions and competences to meet the identified needs from suppliers abroad in their regions. Particular attention will be given to innovative technologies and solutions reducing the environmental impact or optimising the use of resources, known as eco-innovation: brokerage events are particularly needed in this area where appropriate competences may have to be searched for in other regions or industrial sectors.

– Outward trans-national technology transfer

Network partners will also help local industries to maximise their return on investment in RTD and to increase their competitiveness by finding new international market and applications through international cooperation partnerships.

– Internationalisation and technology based co-operation for SMEs, and sector clusters in technology based industries

Through specifically designed assistance and support services, network partners will assist SMEs and sector clusters, in particular, in technology based industries, in realising the potential of international co-operation and networking for innovation.

– Access to know-how, expertise and competences

The network partners will assist SMEs to acquire necessary know-how, competences and expertise from abroad when they are not available locally. The areas of expertise will be determined according to the needs of clients, and can include areas such as IPR, Innovation financing, Innovation management and specialised sectoral and technical know-how, including in relation with eco-innovation.

Actions eligible for funding under this activity may include:

- Contacts with client, such as client visits, production of technology profiles (offers and requests), and collection of feedback on the local business support service provision;
- International partner finding and generation of expression of interest, such as publication and promotion of technology profiles using appropriate tools, searching and matching technology profiles and partners, organisation of international brokerage events, organisation of targeted company missions, organisation of targeted match-making seminars on specific technologies;
- Assistance in negotiations and conclusion of cooperation agreements in areas such as IPR protection, innovation financing, or expertise in specific technology fields, which can be provided by in house experts or by signposting to relevant experts in the region or abroad;
- Moderation and/or participation in specialist groups which provide platforms for exchanging technology profiles in specific sectors, organisation of highly targeted brokerage events and thematic company missions, as well as for discussions in order to constantly improve the understanding of the needs and the quality of the services provided;
- In order to increase the opportunities for SMEs to find the right partners, all network partners will work closely and on the basis of common tools. A common calendar of brokerage events will be established, which will enable participation of clients from all network partners. If appropriate, large brokerage events can also be organised, especially in connection to large international fairs.

2.4. Stimulating the capacity of firms, especially SMEs, to innovate

Innovation, technology and knowledge transfer services shall strengthen the ability of local business to benefit from trans-national co-operation. Two types of actions can be implemented:

- Actions towards companies that have the potential to adopt new technologies, including new clean technologies, in the near future in order to stimulate and prepare these companies for entrepreneurship, innovation and internationalisation;
- Actions towards companies, including public sector companies to strengthen their innovation capacity.

Actions eligible for funding under this activity may include:

- Organisation of study visits for companies to learn from experiences of companies abroad;
- Organisation of seminars, workshops for targeted sectors, associations and clusters;
- Technology / innovation audits;
- Technology watch;
- Continuing support to an advisory board of a young company for the long term strategic development of innovative capacity (only possible if staff from the host organisation and the individual consultant has no personal interest in the company);
- Provision of training in innovation management techniques for company staff if such training would otherwise not be available to the company;
- Mentoring or networking actions for foreign experts working temporarily in companies (for example through European or National mobility grants).

2.5. Facilitating linkage to other innovation services including intellectual property related services

In order to facilitate access of local business to a range of services to support their innovation process as large as possible, network partners will co-operate with other existing service providers. They will

therefore be familiar with pertinent services and schemes available and establish formal cooperation agreement when appropriate so that referrals or signposting can be made as needed. Particular effort will be made to collaborate with providers, which provide innovation related services complementary to services provided under *Article 21.2 Module b (CIP)*, such as innovation financing, support schemes for start-up, IPR services or innovation management.

Co-operation agreements established between the Innovation Relay Centres Network and other players and networks such as the European Space Agency, EUREKA will be continued. Agreements with other relevant Technology Transfer Networks, may be developed when appropriate. Network partners will have to participate in activities defined in these agreements.

3. Services encouraging the participation of SMEs in the Community Framework Programme for RTD - Art 21.2 module c / Annex III (CIP)

The participation of SMEs in the Research Framework Programme is crucial for their competitiveness. Member states and associated countries have established National Contact Points (NCPs) as the main providers of information dissemination, awareness raising, advertising, assistance and training on all aspects of participation in the Framework Programme for RTD, with particular attention to smaller organisations, in particular SMEs.

The regional basis of the network partners and their expertise in dealing with SMEs make them well placed to provide effective support to SMEs to participate in the Research Framework Programme. This will be organised in close collaboration, avoiding any duplication, with SME National Contact Points. As a result, these services will ensure synergy with both the NCP system as well as the specific national and regional context in order to better respond to the needs expressed by SMEs.

As described in *Article 21.2 Module c and Annex III (CIP)* the services to be provided are:

- Raising awareness among SMEs regarding the Community Framework Programme for RTD;
- Helping SMEs to identify their RTD needs and find relevant partners;
- Assisting SMEs in the preparation and coordination of project proposals for the participation in the Community Framework Programme for RTD.

3.1. Raising awareness among SMEs regarding the Community Framework Programme for RTD

There are still many SMEs which are not aware of the opportunities the Community Framework Program for RTD provides. This is in particular true for the wide range of instruments available for SMEs that include among others traditional research projects, participation in networks and research driven clusters and mobility grants. Start-up SMEs established by researchers linked to a university might be a core target group of the awareness raising actions as they in general have experience with third party financing of research activities – however they might not be aware of the special instruments provided for SMEs and changing rules for participation.

Taking into account the dissemination activities to be carried out by various actors at local, national and European level, *actions eligible for funding* will be targeted and based on local needs and the strength of the network without any duplication with other service providers, for example:

- Targeted information using different media and tools, such as e-mails, articles in newspapers and magazines, TV programmes;
- Taking part in EU-sponsored promotion schemes, information stands and presentations in conferences or fairs;
- Organisation of seminars, local promotion events and workshops for promotion of Community Framework Program Instruments and relevant calls for proposals.

3.2. Helping SMEs to identify their RTD needs and find relevant partners

Due to their understanding of innovation strategies in the region, their close relationship with local innovative SMEs and the availability of instruments to identify technologies with a potential to be transferred to other countries or application domains, the network partners are well placed to advise SMEs for their participation in FP7 and CIP and to find suitable partners for its participation. The network support structures established by the Commission will make available instruments for the search and identification of partners for technology transfer. Another partner search facility will be available from the Community Framework Program for RTD.

Partner search and identification following a qualified identification of customers' needs and opportunities will be a main activity of the network partners.

Actions eligible for funding are similar to those indicated in Title 2.3 "Providing brokerage services for technology and knowledge transfer, and for partnership building between all kinds of innovation actors" and can include:

- Technology audits to explore potentials and needs;
- Assistance in the formulation of initial project ideas and co-operation profiles;
- International partner search;
- Assistance in negotiations and conclusion of cooperation agreements for research projects;

3.3. Assisting SMEs in the preparation and coordination of project proposals for the participation in the Community Framework Programme for RTD

Applications in the Community Framework Programme for RTD have to be very competitive and their drafting requires special project planning skills. Successful applicants to the Framework Programme need skills for research project management and reporting. These skills have to be developed in SMEs in order to be able to successfully compete with larger industries' specialised staff.

Actions eligible for funding to implement the activity can include:

- Training in proposal writing and research project management;
- Organisation of exchange of information and experiences among applicants of Community Framework Programmes;
- Innovation vouchers ⁹.

However the direct assistance to companies in the formulation of proposals in reply to particular calls for proposals published by the European Commission or national and regional grant schemes is not an eligible activity.

4. Common requirements to implement a single network of excellence - Article 21.6 (CIP)

The section III of this submission set describes the 'No wrong door concept' and the 'creation of a network of excellence'. To implement these concepts, common requirements for all network partners are described below.

⁹ A 'European Innovation Voucher' mechanism is currently under consideration with the aim to provide financial support to SMEs which are interested in raising their innovation capacity through participation in relevant Community programmes and trans-national cooperation. The network partner may be asked to contribute to the implementation of the scheme.

4.1. Co-operation and co-ordination

The objective is to foster co-operation between network partners in the same territory, as well as with other SME support service providers (e.g. National Contact Points - NCPs, regional development agencies, Chambers of Commerce and Industry, innovation agencies). The appropriate balance between partners providing a) and b) modules support services shall be demonstrated.

Actions eligible for funding under this activity may include:

- Development of co-operation and co-ordination agreements including signposting agreements with other providers of SME oriented services in the geographical area concerned;
- Organisation of regular co-ordination meetings;
- Dissemination activities to raise awareness on the range of available services including those of complementary service providers.

4.2. First Contacts with a client and client signposting

A network partner, at first contact with a client, will carry out an identification of its needs, including client expectations, strengths and weaknesses of the business structure and the range of services suitable to respond to the needs. The network partner will inform the client about services in support of business and innovation, including information on the tangible benefit the clients will receive as a result of the service.

Signposting results from the fact that certain requests may not fall within the field of expertise of the network partner. In this case, the client will be signposted to the network partner or business intermediary which is able to provide assistance. Mechanisms will be in place in order to secure timely service for the client.

The results of the initial analysis of the client's needs and expectations are forwarded to the respective network partner or other service provider (respecting rules of confidentiality).

Actions eligible for funding under this activity may include:

- The continuous development of joint procedures among the network partners and complementary service providers to ensure an efficient recording of customers' needs and efficient forward of the information gathered;
- The continuous development of joint customer feedback mechanisms and quality control instruments.

4.3. Participation in Network governance

The Commission will maintain direct relations with each network partners: an Annual Conference to exchange views about policy issues and strategic views of the single network development will be organised.

In addition, each partner will have direct access to products and services provided by a technical and administrative support structure (the Commission is going to delegate to the Executive Agency for Competitiveness and Innovation the implementation of the single network).

The network will produce a short annual activity report informing the network stakeholders about the achievement and the state of development of the network. Each network partner will supply relevant data and information for the production of the reports.

Network partners shall co-ordinate their activities. To that end, they should co-ordinate their activities firstly with their host organisations and other business intermediaries, in order to ensure complementarities with other services available, secondly with representatives of Member States in order to ensure better co-operation with national initiatives, and thirdly within the network.

Actions eligible for funding under this activity may include co-ordination, at network level, through the participation in an Advisory group, composed of representatives of network partners as proposed by the Commission and the network support structures in order to:

- Discuss matters of common concern for the network and the Commission;
- Provide up-dates about the network management;
- Discuss future strategies and priorities;
- Link the network to other relevant Commission policies and initiatives;
- Learn about network achievements presented by members of the networks
- Promote proactively the network brand when available;
- Contribute to network activity reports.

4.4. Management, reporting and performance indicators:

Network partners will be asked to establish an effective project coordination, communication, management structure and decision making mechanism, which will ensure effective and efficient work planning, monitoring and reporting, thus meeting its contractual requirements.

A steering committee, composed of representatives of the stakeholders of a particular geographical area, can be established to oversee the achievement of the network partners within this area, to assess the state of competitiveness and innovation of the business, to evaluate the needs of SMEs for services in support to business and innovation and to discuss future development and priorities.

A common system for reporting will be defined.

Network partners will be required to provide a regular set of output data from which network statistics will be built. and sent back to them. These statistics will be provided for references such as network partners from geographical areas with similar GDP per inhabitant, similar density of SMEs, average of the network, average of countries or groups of countries. Network partners will have the possibility to develop, on the basis of the output data, their own indicators to analyse performance in details.

The Commission will also specify performance indicators at the level of the network and ask all network partners to report their performance in respect to these indicators. Most probably these indicators will evolve with the understanding of the performance. Objectives of the network partners might be adapted based on their evolution.

Performance indicators related to activities with concrete outputs will be established against resources involved, such as the amount of FTE (Full Time Equivalent) staff.

Performance indicators for activities involving the participation of clients to events organised by the partners might include the satisfaction of clients based on evaluation of questionnaires, as well as the number of meetings and their results.

Actions eligible for funding under this activity may include:

- Internal co-ordination of the consortium, including work planning, monitoring, quality assurance and reporting;
- Participation in trainings organised by the network;

- Development and maintenance of appropriate supporting tools for project management;
- Production of periodic reports to the European Commission, including audit certificates if required;
- Formal contact and correspondence from each partner with the Commission and the Executive Agency.

4.5. Contribution to the quality and methodological development of the network

Actions eligible for funding under this activity may include:

- Participation in working groups, training sessions and network events

Network partners will be encouraged to participate in working groups to discuss issues of common concerns and to propose solutions and/or tools for the benefit of the entire network. These working groups will ensure the consensus building and transfer of know-how within the network in order to help to continuously improve the services provided by the network.

Training will be provided by the Commission and the network support structure to support the constant improvement of the skills of network partners, including training to create quality environmental expertise in the network.

Network events such as Annual Conferences will also be attended by representatives of each network partner to discuss matters of interest for the entire network and discuss future orientations with the Commission.

- Exchange of best practice

To disseminate through the network “Good Practices”, i.e. methods, techniques, or innovative tools that have a proven record of success in providing significant improvement in cost, schedule, quality, performance or other measurable factors which impact the operation of the services.

- Exploration and testing of new services

In order to allow the network to constantly adjust its methodologies and services to the changing needs of clients, network partners can propose pilot actions with the aim to explore new methodologies for building business co-operation and technology partnerships for the benefit of the network, for example, to cover:

- Pilot activities;
- Small studies;
- Special regional needs;
- Dissemination of results.

The design of such actions should take into account considerations such as the participation of other network partners, or the dissemination of the results to the network.

4.6. Quality interaction with network partners

Each network partner will be dedicated to assist other network partners with requests and inquiries. When an expression of interest to a particular co-operation profile is generated, it is essential that the corresponding network partner cooperates to ensure proper transmission of this expression of interest and follow-up of negotiations. The same accounts to other inquiries addressed to network partners.

Actions eligible for funding under this activity may include:

- Staff placements in other Centres

This action will consist of a pre-organised visit, generally more than one day, of a staff member to another Centre on the basis of a joint project. The main aims of the staff placement will be threefold:

- To reinforce co-operation between network partners by establishing closer relations and by knowing better the working and regional environment of other network partners;
- To develop new staff skills by gaining experience and methodology through exchange of experience;
- To initiate co-operation (technology transfer and business co-operation) on behalf of their respective clients.

- Mentoring

Experienced partners will be available as mentor in order to support other network partners to better implement their services.

This mentoring action will not mean simply developing or implementing a solution. Instead, the emphasis will be put on helping the assisted partners develop their own strategic and operational capabilities.

4.7. Common organisation of large trans-national events

Numerous events will be trans-regional and trans-national in character. A limited number of very large brokerage events linked to major National and European trade fairs contribute strongly to visibility of the network. The success of such large brokerage events depends on a well chosen thematic and sector specific focus as much as on a critical mass of participants. In order to achieve the largest possible mobilisation of client companies such events shall be supported by all network members.

As the foreseen dates of these trade fairs are well known in advance it is expected that applicants wishing to be lead organiser of such an event indicate the fairs during which such large brokerage events are planned as milestones in their work programme.

As these events, notably match-making events, shall unite large parts of the network, their success depends on the participation and the input of a critical number of network partners from several geographic areas. Any network partner will be expected to contribute to such events even if at the time of writing the proposal the particular events to support cannot yet be identified.

V. Requirements for applicants

1. Eligible countries

Applicants eligible to present proposals are single organisations or groups of organisations (referred to as ‘consortia’) from Member States of the EU, Associated candidate countries or Associated States, or countries that establish a bilateral agreement with the European Community to participate in the CIP programme or parts of it. Organisations and consortia from other countries may additionally take part, provided these minimum requirements have been met.

The EU Member States are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

Single organisations or consortia based in Candidate countries (except: Former Yugoslav Republic of Macedonia and 6 geographic areas in Turkey listed below), EEA countries (except Norway and Iceland, see below) and third countries as defined in Article 4 of the Competitiveness and Innovation Programme

(except Armenia, Chile, Israel and Switzerland, see below) are eligible and invited to present proposals on the same conditions as EU member states. In the award procedure, successful applicants will initially be awarded a framework partnership agreement. A specific grant agreement will only be signed after the respective country has concluded all necessary steps to participate in the CIP or in the parts covering the network's services. Should this be later than 1st January 2008 the applicant will nevertheless be invited to implement the proposed work programme; however co-financing for eligible actions will only be provided after the signature of the specific grant agreement.

The first call for proposals (ENT/CIP/07/001) has resulted in awarding applicants for most of the territory of the **European Union**, with the exception of:

- France: Départements d'outre-mer (NUTS code: FR9)
- Germany: Bremen (DE5)
- Luxemburg: Luxemburg (LU0)
- Romania: Macroregiunea unu (RO1), Macroregiunea doi (RO2), Macroregiunea patru (RO4)
- Spain: Baleares islands (ES53)
- United Kingdom: South West (UKK)

For territories within the EU27, the present call is restricted to the above-mentioned geographic areas and countries.

Furthermore, **for countries outside the European Union**, the first call for proposals (ENT/CIP/07/001) has resulted in awards for applications from the following countries and geographic areas, subject to the successful conclusion of negotiations by these countries to join the CIP:

- Chile
- Former Yugoslav Republic of Macedonia
- Iceland
- Israel
- Norway
- Turkey: Istanbul (TR1), Bati Marmara (TR2), EGE (TR3), Bati Anadolu (TR5), Orta Anadolu (TR7), Kuzeydogu Anadolu (TRA)

In addition proposals for co-operation based on Art.21.5 (self financing basis) have been considered for Switzerland and Armenia

For countries outside the EU27, the present call is restricted to all geographic areas and countries **NOT** covered by the above mentioned list.

Under no condition will the signature of a framework partnership agreement result in an entitlement of the applicant to be awarded a specific grant agreement nor does it constitute an obligation of the European Commission to conclude an agreement on participation in the CIP with the country in question.

Co-operation with other third countries can either:

- a) Be based on the envisaged participation in the CIP as described above for candidate countries. In this case, negotiations with the European Commission on participation in the CIP should be reasonably advanced at the time of the deadline of this call or expect to be finalised in 2008; or
- b) Be based on *Article 21.5 (CIP)*, as explained in Annex 3 of this submission set. Any expression of interest to co-operate with the network on the basis of this Article is not subject to the deadline for

this call for proposals. Participation of host organisations based on this Article does not qualify for any financial support through the CIP programme budget.

2. Applicants

Proposals may be made by single organisations able to provide the services as described above or by consortia comprising a group of host organisations. However, given the likely size of the proposals, it is expected that most proposals will be made up of consortia.

A consortium shall be understood as a flexible structure based on national good practices and must fit with the domestic setup of services in support of business and innovation.

Each consortium will be represented by a co-ordinating host organisation for contractual and administrative purposes. For other matters, the Commission will maintain direct relations with each host organisation within a consortium and exchange views about policy issues and strategic views of the single network development.

There is no theoretical limit to the number of host organisations within a consortium. However, the co-ordination arrangements will become more critical as consortia grow. Arrangements for internal co-ordination of consortia should be explicit and will be an important aspect in selecting consortia.

Co-operation with international organisations with intergovernmental agreements is welcomed.

3. Geographical coverage

The Commission seeks a complete geographical coverage of services in support of business and innovation, without duplication of activities in any geographic area.

The call for proposals on which this submission set is based aims to fill the not covered areas that emerged after the award decision of the first call for proposals. Therefore, the geographical coverage is restricted to the territory listed under V.1.

Applicants shall provide in their proposal a detailed description of coherent and integrated services to be offered within a clearly delimited geographical area. The geographical area covered by the proposal should therefore be sufficiently large to demonstrate that access, proximity and quality services will be provided to a significant target population.

For most countries, it is expected that the typical size of geographical area will more or less correspond to the NUTS1 nomenclature¹⁰.

Applying consortia may assign the responsibility for serving smaller areas within these geographical areas to particular host organisations within a consortium (NUTS2).

Where the NUTS1 level does not correspond to domestic structures, alternative geographical area of comparable size may be considered¹¹.

Consortia offering the described services in a cross-border area are eligible if all host organisations in the consortia are eligible. A cross-border consortium shall demonstrate that services under all modules are

¹⁰ NUTS = Nomenclature of territorial units for statistics (Regulation (EEC) No 2052/88 of 24 June 1988; Regulation (EC) No 1059/2003 of the European Parliament and of the Council of 26 May 2003); for further information see <http://ec.europa.eu/comm/eurostat/ramon/nuts>.

¹¹ Please note that the use of NUTS1 serves purely as an indication for this specific Call for proposals. It does not prejudice any other current or future initiatives related to the NUTS classification.

accessible for clients from the geographical area covered, either through a sufficient number of host organisations in the consortium or through a non-discriminatory access to services in the countries involved.

Although formally eligible, trans-national consortia not operating in neighbouring geographical areas are not encouraged. Experience has shown that the added value from a closer co-operation of two separate geographical areas within the same consortium does not necessarily balance the extra cost for co-ordination. Specific co-operation activities between two or more geographical areas might nevertheless be included as special services or activities in the respective modules.

Proposals of host organisations wishing to provide services in geographical areas larger than the NUTS1 level will be eligible but will need to differentiate between the budget and services proposed for each NUTS1 territory and avoid duplication of efforts and overlapping with other proposals.

In the case of insufficient coverage of services or/and in the case of insufficient geographical coverage, the Commission reserves the right not to award the call and to re-launch the call for proposals in the geographical area concerned.

4. Staffing requirements

There is no standard requirement for staffing; however, it is important to include a limited number of core staff dedicating most or all of their time to the provision of business support services specified in the call. Applicants should also consider staff planning in relation to the socio-economic context, the size of the geographical area to be covered and the size of the potential client base.

For the services covering information, business-cooperation and feedback elements (*Article 21.2 Module a (CIP)*), it is expected that staff will have experience in providing assistance and advice to SMEs as well as offering business co-operation services to SMEs. In addition, staff should have experience in relevant trans-national activities and projects.

For innovation, technology and knowledge transfer services (*Article 21.2 Module b (CIP)*), it is expected that staff will have scientific or industrial experience, experience in exploitation of R&D, technology transfer, innovation, or related fields.

5. Use of specialised external experts

Where the applicant does not have access to the required expertise internally, it should include alternative and sensibly-budgeted proposals for the use of external experts in their proposal (maximum of 20% of total budget). However core services like the publication of technology and co-operation profiles in the internal databases, the follow-up of expressions of interest and the state of negotiations shall not be subcontracted.

The applicant needs to clearly specify the types of experts it foresees and the basis on which of these will be employed and shall demonstrate how the work of (subcontracted) specialists is integrated into the operational strategy, and how the use of these experts will directly contribute to the deliverables and results.

6. Facilities

The applicant is expected to provide the following facilities:

– Premises

Provision shall be made for furnished office accommodation for the network with an area for documentation and storage, and easy access to a meeting room for workshops, and information meetings. For obvious reasons, the services shall be accessible on a continuous basis (normal office hours) providing most of the envisaged services to its clients. However, certain services (e.g. consultation sessions with sector specific experts) may be offered on a restricted time basis.

Visibility of the provided services receiving European co-financing has to be ensured by the host organisation.

Furthermore, the applicant shall provide assurance that the services will be not subject to any internal rules that conflict with fundamental operations. For example, there should be no restriction on the international travel and international communication that is required for the services to operate in a trans-national context.

In the premises of each network partner, the European business support services will be sufficiently visible for visitors. If the website of a network partner uses the web infrastructure of a host organisation, it will be easily identifiable and accessible by visitors.

– IT and communication facilities

Provisions shall be made for up-to-date information and communication equipment, software and in-house expertise, as well as for convenient access to video-conferencing facilities.

VI. Evaluation Procedure

The selection and evaluation of proposals will be carried out by the Commission. Commission staff will organise a confidential, fair and equitable evaluation of each proposal according to the criteria applicable for the call, in full respect of the relevant procedures, rules and regulations.

Proposals will be grouped according to NUTS1 areas (or comparable geographical areas) and will be evaluated with the other competing proposals.

1. Eligibility

Applicants and applications must comply with the following conditions in order to be eligible:

- Applicants must be legal entities established in EU 27, Candidate countries, EFTA/EEA member countries, the Western Balkan countries and other Third countries as defined in Article 4 of the Competitiveness and Innovation Program and explained in V.1 of the Submission set;
- Corporate bodies must be properly constituted and registered under the law;
- Applications must be signed, dated and complete, using the submission requirements;
- Applications must be received on 29 November 2007 by 2.00 p.m. Brussels time. Only in case of technical problems due to the EPSS tool and NOT due to technical problems with the Internet

connection of the applicants could this date be modified through information to be published on the CIP Call website <http://ec.europa.eu/enterprise/funding/cip/index.htm>. Applicants are therefore requested to consult this website on a regular basis.

Only applications for projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible.

Applicants must certify in the ‘exclusion form’ (See Annex 2 – Proposal Part B) that they are not one of the situations listed in Article 93 and 94 of the Financial Regulation¹².

Applicants may act individually or in consortium with partner host organisations. In the case of a consortium, all partners must satisfy the above-listed eligibility criteria.

Applicants, including all individual partners within a consortium, can only be part of one proposal.

All proposals that fulfil the eligibility criteria will be evaluated in the selection phase in order to determine their financial and technical capacity.

If applicants have already submitted a proposal under the first call (ENT/CIP/0001), a confirmation that all documents concerning their eligibility are still valid, is sufficient.

2. Selection

The selection will be based on the applicants’ financial and technical capacity to complete the proposed project.

– Financial capacity

For the financial capacity, applicants must show they have stable and sufficient sources of finance to ensure the continuity of their host organisation throughout the project and to play a part in financing it. To that end, they will include in the proposal their annual accounts for the last two financial years (i.e. profit and loss accounts; balance sheet¹³). In conformity with the Article 176 of the Implementing Rules of the Financial Regulation, the verification of financial capacity will not be applied to public bodies.

Where the proposed amount requested from the Commission exceeds €500.000 per host organisation, an audit report on those accounts must be provided before conclusion of the FPA. For applying consortia, the threshold concerning the audit report is applicable at the level of individual host organisations and not at the level of the consortium.

If applicants have submitted a proposal under the first call (ENT/CIP/0001), only the annual account for the last year is required.

– Technical capacity

To assess the technical capacity of applicants, they must show that they have the operational (technical and management) capacity to complete the operation and demonstrate their capacity to manage a

¹² For the Financial Regulation and its implementing rule including updates see: http://ec.europa.eu/budget/publications/other_en.htm#financial_regulation

¹³ Please fill out the form on <http://ec.europa.eu/enterprise/funding/cip/index.htm> concerning the data from your balance sheet and profit and loss accounts for the last two years for each partner except of the public-sector bodies, print them and add to the submission set.

large-scale activity corresponding with the size of the project described in the proposal. In particular, the team responsible for the project must have adequate professional qualifications and experience. The applicants will therefore include in the proposal curriculum vitae of the staff that will actually be performing the work involved and professional references and details of similar past projects.

Applicants must be directly responsible for the preparation and management of the project, not acting as an intermediary. They must provide information about the capacity to provide the service and demonstrate their experiences in working with other parties, in trans-national projects and in providing the services expected.

If applicants have submitted a proposal under the first call (ENT/CIP/0001), a confirmation that the documents demonstrating the technical capacity are still valid, is sufficient, except curriculum vitae which need to be newly submitted.

General criteria for offering all services

Applicants should demonstrate:

- Experience of working with regional and national host organisations such as cooperation with other national/regional business service providers relevant for the activities proposed. Service providers include inter alia, Chambers of Commerce and Craft, financing host organisations, research providers, patent offices, as well as other European networks such as Europe Direct Centres and National Contact Points.
- Experience with regional and national authorities such as links to the relevant political authorities in order to ensure that the implementation strategy fits in with the wider context of the national and regional strategy of the Member State.
- Experience of working in trans-national projects supporting international client co-operation, particularly with regard to trans-national projects/networks supporting international co-operation.
- The ability to provide complementary services to SMEs based on existing databases, customer management tools and other instruments.
- The capacity to reach all SMEs interested in obtaining competitiveness and innovation services. Applicants should provide an indication of the number of SMEs that are members or customers of the applying host organisation(s) and which industrial and service sectors present in the region have been covered.

Specific criteria for offering services as described in Article 21 Module a

Applicants should demonstrate:

- Experience of assistance and advice to enterprises active in many sectors, including services and crafts, in a wide area of topics related to the establishment and promotion of European co-operation.
- Experience of specific types of SMEs (Commerce, Craft, specific sectors). A description of the structure and main activities of the host organisation(s), and the assistance provided to enterprises should be indicated.

Specific criteria for offering services as described in Article 21 Module b

Applicants should demonstrate:

- Experience of technology transfer and the exploitation of RTD results and have available specific tools to provide technology transfer services and ensure their quality.
- A suitable mix of competencies of its staff to be able to provide consulting on technology and science related issues and business consulting service for technology oriented enterprises.
- Knowledge and experience of European Community and other trans-national (e.g. Eureka,)/national and/or regional RTD programmes.

Specific criteria for offering services as described in Article 21 Module c

Applicants should demonstrate:

- Experience of providing information about research and innovation, and recent European RTD Framework Programme activities.

3. Award

Proposals that have passed the eligibility and selection phases will be further evaluated in the award phase based on the following five criteria:

– **Relevance**

Reflects to what extent the proposal – in particular the sections on objectives, justification and methodology of the proposal – provides a full range of integrated services to all SMEs in a geographic area while ensuring easy access and proximity.

– **Quality**

Reflects in particular how well the needs of SMEs and other target groups in the geographic area are analysed in the section on justification, and how the proposed methodology and the range of services are based on the analysis of those needs.

– **Impact**

Takes into account the expected tangible impact on SMEs and on the level of regional economic development. As impact can only be demonstrated through the use of appropriate indicators, the quality of the indicators proposed will be taken into account. .

– **Visibility**

Reflects the expected visibility of the network, the project and its activities for SMEs in the geographic area covered. The expected visibility of the proposed project within the network is an additional aspect.

– **Budget and cost-effectiveness**

Takes into account the proposed activities for a three-year horizon in relation to the proposed requested contribution from the Commission.

The following table includes a number of key elements and the respective weighting for each criterion:

Award criteria	Maximum Score
1. Relevance	30
- How relevant is the proposal to the objectives of the call to provide integrated services to SMEs covering all modules and common services?	

<ul style="list-style-type: none"> - To what extent does the geographical coverage of the proposal correspond to the requirements of the call (NUTS1 or equivalent area)? - To what extent are easy access and proximity considered in the proposal? - To what extent is the proposal able to provide the proposed services with a balanced budget allocation between modules a and b in the entire geographical area concerned, beyond common services including module c? - To what extent and how does the proposal implement the ‘no-wrong-door’ concept’? - To what extent do the proposed integrated services realise complementarities and synergies with existing business support services in the geographical area? 	
2. Quality	30
<ul style="list-style-type: none"> - How far are the activities and means proposed appropriate, practical, and consistent with the objectives of the call and expected results? - To what extent are the needs of enterprises in the geographic area analysed? - How far is the proposed methodology based on the size, the analysed needs of the target group and the appropriateness of the proposed services? - To what extent is the proposed project coordinated within the consortium and with complementary business support and policy initiatives? - To what extent does the project use self-evaluation and quality control mechanisms? - To what extent are the proposed methodology and services innovative? Do they go beyond the existing range and/or quality of services available in the geographic area? 	
3. Impact	15
<ul style="list-style-type: none"> - To what extent does the proposal contain clear performance indicators for the outcome and impact of the action? - To what extent is the project ambitious and realistic in terms of the major (impact) performance indicators in the relevant geographical area? Are the targets for these indicators clearly quantified and documented? - How effective is the project likely to be in terms of accessing regional SMEs and providing the necessary services? - How much long-term impact is it likely to have e.g. will it contribute to improving in the relevant geographical area business performance/ competitiveness, implementation of the innovation agenda, feedback to policy development? 	

4. Visibility	10
<ul style="list-style-type: none"> - To what extent are the proposed instruments for marketing of services and dissemination of results suited to reach the largest number of SMEs in the relevant geographical area? - Is the project likely to contribute to a European network of business and innovation support services? - To what extent does the proposal take into account in its strategy the visibility of the single network, notably its brand? 	
5. Budget and cost-effectiveness	15
<ul style="list-style-type: none"> - Is the relationship between the estimated costs and the expected results satisfactory? - Is the proposed expenditure necessary for the implementation of the action in the entire geographical area? - Does the project provide sufficient value-for-money? 	
Maximum total score	100

Proposals will be ranked according to their total score. In order to be considered for funding proposals will need to have passed **an overall threshold of 70%** in terms of total score. In addition, thresholds of **50% will be applied to each of the five individual award criteria** described above in order to ensure a consistent minimum quality for all award criteria.

Two separate agreements will be signed with successful applicants:

- Firstly, a Framework Partnership Agreement (FPA) covering a 6-year period (2008- 2013) laying down the general rules for the implementation;
- Secondly, a Specific grant agreement covering the years 2008-10 and constituting the grant agreement.

The key annexes of these agreements correspond to the main parts of the proposal:

- Firstly, the Implementation Strategy (2008-2013) ;
- Secondly, the Preliminary Work Programme (2008-2010).

These two parts will be evaluated together, combining an assessment of capacity with the particular business support activities proposed in response to the call.

The Commission services will draw up the final ranked list based on the total points received, in priority order of all the proposals evaluated and which passed the required thresholds and considering its objective of complete geographical coverage without duplication of activities in any geographic area.

Only a host organisation awarded a FPA will be eligible to be awarded a Specific grant agreement. The award procedure for the Specific grant agreement will in particular take into account those criteria from the award criteria grid that relate to the preliminary work programme.

Generally, the preliminary work programme will constitute the 3 year work programme. If needed, the 3 year work programme may be adjusted, for example, if the total requested grant exceeds the available budget of the programme in full respect of transparent and equal treatment principles.

The members of the Entrepreneurship and Innovation Programme (EIP) management committee will be informed about the award decision.

Following the award decision, all applicants will receive an Evaluation Summary Report containing details of their proposal evaluation. Unsuccessful applicants will subsequently receive a formal notification of a Commission Decision not to retain their proposal.

VII. Submission of proposals

Proposals are to be submitted electronically via the web-based Electronic Proposal Submission System (EPSS), which can be accessed via the CIP call page <http://ec.europa.eu/enterprise/funding/cip/index.htm> from where a proposal can be prepared and submitted online. **Please note that the submission of the proposal is only possible between 29 October and 29 November 2007, 2:00 pm Brussels time.** This does not, however, prevent applicants from preparing the proposal prior to this. Annex 5 – Guide for electronic submission of proposals provides guidelines for the electronic submission. The deadline of 29 November 2007, 2:00 pm Brussels time can be extended only due to technical problems of the EPSS tool but not due to problems with the Internet connection of the applicant organizations.

1. Time table for Submission, Evaluation and Awarding

Publication of the call	September 2007
Deadline for submission of proposals	November 2007
Evaluation of proposals	January 2008
Award decision	February 2008
Signature of first FPAs and Specific grant agreements	March 2008

2. Indicative check list for applicants

- Do you have the authorisation of each member of the consortium to submit this proposal on their behalf?
- Have you completed both Part A and Part B?
- Is your Part B in portable document format (PDF), including no material in other formats?
- Have you printed out the PDF file of your Part B, to check that it is complete, printable and readable? After the call close it will not be possible to replace any sections of your proposal which are missing or unreadable
- Have you virus-checked your PC, using up-to-date anti-virus software?
- Have you pressed the **SUBMIT** button?

VIII. Support to applicants

1. European Commission – Help Desk for Call for Proposals (ENT/CIP/07/0001a)

The coordinates of the European Commission help desk for this call are:

European Commission
Directorate General Enterprise and Industry
Call for proposals (ENT/CIP/07/0001a) help desk
Email: ENTR-CIP-CALL1A@ec.europa.eu
Fax: +32-2-29 81018 or +32-2-29 55540

Links to all the necessary information to prepare a proposal are available on the CIP Call website
<http://ec.europa.eu/enterprise/funding/cip/index.htm>

All further information and answers to questions from potential applicants will be published on the CIP Call website without prior information notice

Request for information have to be sent no later than 6 days before deadline for the submission of proposals

Applicants should periodically check the CIP Call website for latest information

2. EPSS helpdesk and user guide

This software-related technical helpdesk treats exclusively technical questions on the use of the electronic proposal submission system (EPSS).

Information concerning this service can be found on the CIP Call website
<http://ec.europa.eu/enterprise/funding/cip/index.htm>
Additional information is available in Annex 5 – Guide for electronic submission of proposals.

3. Entrepreneurship and Innovation Programme (EIP) Information Day

An Information Day was organised for the first call for proposals on 12 January 2007 Brussels. All presentations are still available via the CIP Call web site. The web site also contains the complete FAQ section of the first call for proposals:
<http://ec.europa.eu/enterprise/funding/cip/index.htm>

IX. Annexes

Annex 1 – Proposal Part A: administrative forms

Annex 2 – Proposal Part B: full proposal

Annex 3 – Co-operation with the network based on Art. 21.5 (CIP)

Annex 4 – Background information about the EIC and IRC networks

Annex 5 – Guide for electronic submission of proposals (EPSS)

Annex 1 – Proposal Part A: administrative forms

The Part A, administrative, forms must be submitted electronically, using the Commission's Electronic Proposal Submission System. The forms on the following pages are therefore for information only.

All the cells are mandatory to be filled out so in case some cell is not applicable, please indicate not applicable before the submission.

Form A/1				
PROPOSAL <u>ABSTRACT</u> (ONE FORM PER PROPOSAL)				
Proposed acronym of the project ¹(max. 30 characters)				
Administrative information				
Is the proposal submitted by a group of host organisations (consortium)?			Y	N
If <u>yes</u> , please indicate the number of host organisations involved				
In any case, please describe briefly (network with local relays; single organisation providing integrated services...)				
Does the proposal submitted include the offering of integrated services (Article 21.2 (CIP) Module a & b)?			Y	N
If <u>no</u> , please specify which Service Module is covered by the proposal			(a)	(b)
Does the geographical area covered by the proposal correspond to the nomenclature NUTS1?			Y	N
If <u>yes</u> , please indicate the reference number of the NUTS1 covered				
If <u>no</u> , please describe briefly the geographical area proposed (comparable, larger, smaller)				
Contact person for the proposal in the coordinator's host organisation				
Title (Dr, Prof., ...)		Male		Female
Current Family Name				
First Name				
Function				
Contact details				
Telephone n° ⁵		Fax n° ⁵		
E-mail				
Objectives (max. 2000 characters)				

Description of the work (max. 2000 characters)

Milestones and expected results (max. 2000 characters)

Form A/2

HOST ORGANISATION PROFILE* ** (1 FORM PER HOST ORGANISATION)					
Legal Information (legal entity)					
Legal Name ⁶					
Short Name ⁷					
Legal Status ⁸			Legal Registration n°		
VAT number					
Business Area ⁹					
Details					
Annual turnover (€) ¹⁰			Total yearly revenues, resources (€) ¹⁰		
Is Your Host organisation independent ¹² ?	Y	N	Number of employees ¹¹		
If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your host organisation ¹²					
Registered Address of the legal entity					
PO Box ²					
Street Name and Number					
Post Code ³			Cedex ⁴		
Town/City					
Country Name					
Internet homepage					
Administrative officer authorised to commit the host organisation					
Title (Dr, Prof., ...)					
Family Name					
First Name					
Position in company/ host organisation					
Telephone n° ⁵			Fax n° ⁵		
E-mail					
Previous / other EC contracts					
Have you, previously or currently, submitted <u>this</u> proposal or one similar in content to any Community Programme?	Y		N		
If yes, please provide brief information and Indicate the main differences between the present and previous proposals.					
Have you submitted (or do you intend to submit) in the current year a grant application directly or indirectly from a European institution or agency ¹³ .	Y		N		
If yes, please give the following details; indicate the main differences between the present and previous proposals.					
Programme name	DG	Action Type	Amount (in Euro)	% of EC contribution	

Have you during the last three years obtained a Community grants, procurement contracts or loans directly or indirectly from a European institution or agency.					Y		N	
If yes, please give the following details; indicate the main differences between the present and previous proposals.								
Programme name	DG	Action Type	Year	Amount (in Euro)	% of EC contributions			

* In the case of applying consortium, the host organisation proposed to act as the ‘co-ordinator’ must fulfilled the first form A2.

Form A/3

ESTIMATED BUDGET 2008-2010*

Proposal Number					Proposal Acronym				
					TOTALS				
Participant n°	Service Module (a) total eligible costs (€)	Service Module (b) total eligible costs (€)	Service Module (c) total eligible costs (€)	Common services total eligible costs (€)	Total eligible costs(€)	Total non eligible Costs (€)	Total costs (€)	REVENUES (€) (Own partners' funding + Generated by the action)	Requested grant to the budget (€)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total(€)							

* The definition of the eligible costs is provided under the Article II.15 of the Framework Partnership Agreement.

Additional information on how to complete the administrative forms A1, A2 & A3

The proposal must be typed and filled-in in English.

1. Proposal Project acronym

Use a clear, self explanatory title of not more than 10 words, providing guidance as to the contents of the project.

2. P. O. Box

If applicable, indicate number of Post Office Box for surface mail delivery.

3. Post Code

If applicable, enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.

4. Cedex

If applicable, indicate Cedex for surface mail delivery.

5. Telephone n° and Fax n°

Please give the telephone and fax numbers in the following format, for example (a European Commission telephone number in Brussels, Belgium): (32-2) 2991111 (32 being the country code number; 2 the area code number for international calls; 2991111 the subscriber's number).

6. Host organisation Legal Name

If applicable, name under which the host organisation is registered in the official trade registers or any other official register.

7. Host organisation short Name

If applicable, acronym in the submitter's language.

8. Legal Status

Please use one of the following codes:

GOV: Governmental (local, regional or national public or governmental organisations e.g. libraries, hospitals, schools);

INO: International organisation (i.e. an international organisation established by national governments);

JRC: Joint Research Centre (i.e. the Joint Research Centre of the European Commission);

PUC: Public Commercial organisation (i.e. commercial organisation established and/or owned by a public authority);

PRC: Private Commercial organisation including Consultant (i.e. any commercial organisations owned by individuals either directly or by shares).

Please indicate, in such case, the type of organisation (e.g.: SA, LTD, GmbH, independent person...);

EEl: European Economic Interest Group;

PNP: Private organisation, Non Profit (i.e. any privately owned non profit host organisation).

9. **Business Area (NACE)**

Indicate the principal activity of your host organisation, or, in the case of a larger host organisation, of the executive division of your host organisation making the proposal.

10. **Annual Turnover/ Total yearly revenues or resources**

- For companies

Information from the most recent accounting year should be used. The figures should be given for the host organisation as a whole and not just for the subsidiary company or the department carrying out the work.

- Others (NGOs; public bodies; ...)

Please provide the Commission with the total yearly revenues/resources.

11. **Number of employees**

All host organisations should fill it in. The figures should be for the legal host organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent employees.

12. **Independence**

An host organisation is independent if less than 25% of the capital or the voting rights is owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly).

Independently of the ownership of capital or voting rights, please specify if any public authority supervises the host organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has less than 250 full time equivalent employees, has an annual turnover not exceeding EUR 40 million, or an annual balance sheet total not exceeding EUR 27 million, and is not controlled by 25% or more by a company which is not an SME (Commission recommendation 96/280/EC by 3 April 1996, OJEC L. 107/4, 30/04/1996).

If the host organisation is not independent, please provide the legal name(s) of the organisation(s) which own(s) 25 % or more of the host organisation or the name(s) of the public authority supervising the host organisation.

13. **Grant applications submitted (or due to be submitted) to European institutions or agencies in the current year**

Host organisations shall immediately inform the Commission service to which the current Grant Application is addressed of any request for funding submitted to, or approved by, other Commission departments or Community Institutions AFTER this application.

Annex 2 – Proposal Part B: full proposal

The part B will constitute the ‘full proposal’ and must be submitted electronically using the PDF format (“portable document format”, compatible with Adobe version 3 or higher, with embedded fonts). Detailed information concerning the electronic submission is available in Annex 5 – Guide for electronic submission of proposals.

The proposal will respect the following global structure:

1. Implementing Strategy
2. Preliminary Work Programme
 - 2.1 Service Module (a) description
 - 2.2 Service Module (b) description
 - 2.3 Service Module (c) description
 - 2.4 Common requirement description
 - 2.5 Estimated budget
3. Information concerning financial & technical capacity
4. Compulsory administrative forms
 - 4.1 Host organisation profile form
 - 4.2 Proof of registration and management board members
 - 4.3 Exclusion form
 - 4.4 Co-financing statement form

Detailed information concerning each section is available below.

1. Implementation Strategy

The implementation strategy has a 6 year time horizon and is based on a thorough analysis of the needs of the SMEs in the geographical area proposed, of available services and service gaps. It will constitute the annex I of the FPA providing the frame for any Specific grant agreements that will be signed during the period covered.

This part will include the four following sections:

1. Organisation and geographical coverage (maximum 2 pages)

Describe the entity (single host organisations or consortia) proposed to implement the project and the geographical area proposed.

2. Objectives (maximum 1 page)

Describe the objectives of the project.

3. Justification (maximum 3 pages)

Provide, at least, the following information:

- (a) Identification of perceived needs and constraints in the target groups;
- (b) List of target groups with an estimate of the anticipated number of direct and indirect beneficiaries;

- (c) Relevance of the project to the target groups;
- (d) Description of how the project implements the main concepts and activities of the call.

4. Methodology (maximum 4 pages)

Include, at least, a detailed description of:

- (a) Methods of implementation;
- (b) Reasons for the proposed methodology;
- (c) How the project intends to build on a previous project or previous activities (where applicable);
- (d) Procedures for internal evaluation and the use of performance indicators;
- (e) The project co-ordination mechanism within the consortium & instruments used to network with policy initiatives and other business service providers in the geographic area;
- (f) The role of each host organisation within the consortium including the geographic area covered by their activities.
- (g) Within each host organisation, the team proposed for implementation of the project (*by function: there is no need to include the names of individuals here*).

2. Preliminary Work Programme

The ‘Preliminary Work Programme’ proposes how to translate the ‘Implementation Strategy’ into actions during the first 36 months under the assumption that the services cover the geographic area as described in the ‘Implementation Strategy’. If a grant is awarded, the ‘Preliminary Work Programme’ will become the annex 1 of the first ‘Specific grant agreement’.

Service module description

As mentioned above, each service module covered by the proposal must be described in detail separately and comply with the requirement included in section IV “Services in support of business and innovation” (respectively in sub-sections 1, 2, 3 and 4).

Each service module description will be structured as follows:

1. Number and list of host organisations/partners involved and their specific contribution;
2. Description of the plan of actions proposed with corresponding milestones (events, seminars, etc.) and expected results. Each action shall be specified including information on particular target groups if any, information on methodology and tools used, list of deliverables linked to this action;
3. Proposed performance indicators for the service module;
4. Estimated impact on target groups – includes information on how the project will improve a) the situation of the target groups and b) the managerial and technical capacities of the target groups or the host organisations (where applicable);
5. Publications and other outputs;
6. Planned number of man-days, per host organisation/partner, for the service module.

This information will be presented using the following format:

Action name / partner name	Partner 1	Partner 2	...	Total
Action 1	Man days	Man days	Man days	Total Man days for Action 1
Action 2	Man days	Man days	Man days	Total Man days for Action 2
...	Man days	Man days	Man days	Total Man days for Action ...
Total	Total Man days for Partner 1	Total Man days for Partner 2	Total Man days for Partner ...	<u>Total Man days for the Service module</u>

Other information:

- The plan of action should not mention actual dates, but should start with “month 1”, “month 2”, etc. Applicants are advised to foresee a security margin in the proposed plan of action;
- The plan of action should not contain detailed descriptions of activities, but only their titles and ensure that these match the titles listed in relevant sub-sections in the submission set;
- Foreseen dates of proposed large brokerage events to organise in connection with large fairs (preferentially European Lead Fairs) should be indicated.

Estimated Budget

Please notice that partners involved in current Innovation Relay Centres projects as a result of the FP6 INNOV-2 call for proposals shall include costs related to the provision of services under Module b) only from 1/4/2008.

The estimated budget will:

- Be expressed in Euro;
- Includes two reporting periods of 18 months.

The following rules are to be applied:

- At host organisation/partner level, the cost of (in house) consultants must not exceed 20% of the sum of all other eligible costs;
- At host organisation/partner level, the indirect costs must not exceed 30% of the total eligible personnel costs;
- At consortium level, the contribution requested from the Commission must not exceed 60% of the total eligible costs.

The estimated budget will be constituted of the following tables:

1) For all host organisations/partners:

- The overview table – consolidated summarising, for all service modules, the estimated budget for the whole duration of the action, broken down per reporting period, for each category of costs as defined in the financial provisions of the FPA (Article II.15);

- The service module tables – consolidated summarising, for each service module, the estimated budget for the whole duration of the action, broken down per reporting period, for each category of costs as defined in the financial provisions of the FPA (Article II.15);
- The table supporting the standard number of productive hours as mentioned in Article I.11 of the FPA.

2) Per host organisation/partner:

- Overview table – partner summarising, for all service modules in which the host organisation/partner will be involved, the estimated budget for the whole duration of the action, broken down per reporting period, for each category of costs as defined in the financial provisions of the FPA (Article II.15);
- Service module tables – partner summarising, for each service module in which the partner will be involved, the estimated budget for the whole duration of the action, broken down per reporting period, for each category of costs as defined in the financial provisions of the FPA (Article II.15);
- Staffing table for each partner including for each service module the list of staff (with function) with the estimated number of hours to be spent, the corresponding estimated hourly rate (to be computed based on the proposed standard number of productive hours) and the total estimated cost;
- Other costs and revenues table including for each service module the estimated amounts for each of the other category of costs (including indirect costs) and the revenues expected (including the requested contribution from the Commission).

The budget tables will comply with the following format for which a model Excel spreadsheet is at the disposal of applicants on the CIP Call website <http://ec.europa.eu/enterprise/funding/cip/index.htm>:

1. Overview table – consolidated

Only one table.

Project acronym

Number of partners

Overview table - consolidated

EXPENDITURE

Cost category	Period 1	Period 2	Total
Personnel	0 €	0 €	0 €
Travels and subsistence	0 €	0 €	0 €
Sub-contracting	0 €	0 €	0 €
Cost (In house) consultants	0 €	0 €	0 €
Cost of communication and promotion of the action	0 €	0 €	0 €
Cost of events	0 €	0 €	0 €
Other specific costs	0 €	0 €	0 €
Cost of financial guarantee	0 €	0 €	0 €
Cost of audit certificates	0 €	0 €	0 €
Other	0 €	0 €	0 €
Direct costs	0 €	0 €	0 €
Indirect costs	0 €	0 €	0 €
	#DIV/0!	#DIV/0!	#DIV/0!
Total eligible costs	0 €	0 €	0 €
Non eligible costs	0 €	0 €	0 €
Total costs	0 €	0 €	0 €

REVENUE

Revenue category	Period 1	Period 2	Total
Own partners' funding	0 €	0 €	0 €
Generated by the action	0 €	0 €	0 €
Requested contribution from the Commission	0 €	0 €	0 €
Total revenue	0 €	0 €	0 €
Result (profit or loss)	0 €	0 €	0 €

2. Service module tables – consolidated

One table per service module (maximum 4).

Project acronym

Number of partners

Service module table - consolidated

(a) Information, Feedback, Business Cooperation and Internationalisation services

Cost category	Period 1	Period 2	Total
Personnel	0 €	0 €	0 €
Travels and subsistence	0 €	0 €	0 €
Sub-contracting	0 €	0 €	0 €
Cost (In house) consultants	0 €	0 €	0 €
Cost of communication and promotion of the action	0 €	0 €	0 €
Cost of events	0 €	0 €	0 €
Other specific costs	0 €	0 €	0 €
Other	0 €	0 €	0 €
Direct costs	0 €	0 €	0 €
Indirect costs	0 €	0 €	0 €
	#DIV/0!	#DIV/0!	#DIV/0!
Total eligible costs	0 €	0 €	0 €
Non eligible costs	0 €	0 €	0 €
Total costs	0 €	0 €	0 €

3. Table supporting the standard number of productive hours

Only one table.

Project acronym	Insert name
<u>Standard number of productive hours</u>	
A. Average number of working days in a reporting period	
B. Average number of paid vacation days in a reporting period	
C. Average number of legal holidays in a reporting period	
D. Average number of training days in a reporting period	
E. Average number of illness days in a reporting period	
-> Computed standard number of productive days in a reporting period	0
F. Number of working hours a day	
=> Computed standard number of productive hours in a reporting period	0
-> Computed standard number of productive days in a month	0

4. Overview table – partner

One table per host organisation / partner.

Project acronym	0		
Name of the co-ordinator	0		
<u>Overview table - co-ordinator</u>			
<u>EXPENDITURE</u>			
<i>Cost category</i>	Period 1	Period 2	Total
Personnel	0 €	0 €	0 €
Travels and subsistence	0 €	0 €	0 €
Sub-contracting	0 €	0 €	0 €
Cost (In house) consultants	0 €	0 €	0 €
Cost of communication and promotion of the action	0 €	0 €	0 €
Cost of events	0 €	0 €	0 €
Other specific costs	0 €	0 €	0 €
Cost of financial guarantee	0 €	0 €	0 €
Cost of audit certificates	0 €	0 €	0 €
Other	0 €	0 €	0 €
Direct costs	0 €	0 €	0 €
Indirect costs	0 €	0 €	0 €
	#DIV/0!	#DIV/0!	#DIV/0!
Total eligible costs	0 €	0 €	0 €
Non eligible costs	0 €	0 €	0 €
Total costs	0 €	0 €	0 €
<u>REVENUE</u>			
<i>Revenue category</i>	Period 1	Period 2	Total
Own partners' funding	0 €	0 €	0 €
Generated by the action	0 €	0 €	0 €
Requested contribution from the Commission	0 €	0 €	0 €
Total revenue	0 €	0 €	0 €
Result (profit or loss)	0 €	0 €	0 €

Consortium name

Name of the co-ordinator

Staffing table

1. Service module (a)

Name	Function	Period 1				Period 2			
		Number of hours	Individual cost	Individual hourly rate	Individual eligible cost	Number of hours	Individual cost	Individual hourly rate	Individual eligible cost
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
Total		0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!

2. Service module (b)

Name	Function	Period 1				Period 2			
		Number of hours	Individual cost	Individual hourly rate	Individual eligible cost	Number of hours	Individual cost	Individual hourly rate	Individual eligible cost
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
Total		0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!

3. Service module (c)

Name	Function	Period 1				Period 2			
		Number of hours	Individual cost	Individual hourly rate	Individual eligible cost	Number of hours	Individual cost	Individual hourly rate	Individual eligible cost
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
Total		0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!

4. Common requirements

Name	Function	Period 1				Period 2			
		Number of hours	Individual cost	Individual hourly rate	Individual eligible cost	Number of hours	Individual cost	Individual hourly rate	Individual eligible cost
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
Total		0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!

7. Other cost & revenues tables

One table per host organisation / partner.

Project acronym

Name of the co-ordinator

Other costs & revenue tables

OTHER COSTS

1. Service module (a)

Cost categories	Period 1	Period 2
Travel & subsistence	0	0
(In house) consultants	0	0
Communication and promotion of the action	0	0
Events	0	0
Other	0	0
Non-eligible costs	0	0
Including rejected (in-house) consultant costs	0	0
Including rejected indirect costs	0	0

Input data's

Period 1	Period 2

2. Service module (b)

Cost categories	Period 1	Period 2
Travel & subsistence	0	0
(In house) consultants	0	0
Communication and promotion of the action	0	0
Events	0	0
Other	0	0
Non-eligible costs	0	0
Including rejected (in-house) consultant costs	0	0
Including rejected indirect costs	0	0

Input data's

Period 1	Period 2

3. Service module (c)

Cost categories	Period 1	Period 2
Travel & subsistence	0	0
(In house) consultants	0	0
Communication and promotion of the action	0	0
Events	0	0
Other	0	0
Non-eligible costs	0	0
Including rejected (in-house) consultant costs	0	0
Including rejected indirect costs	0	0

Input data's

Period 1	Period 2

4. Common services

Cost categories	Period 1	Period 2
Travel & subsistence	0	0
(In house) consultants	0	0
Communication and promotion of the action	0	0
Events	0	0
Financial guarantee	0	0
Audit certificates	0	0
Other	0	0
Non-eligible costs	0	0
Including rejected (in-house) consultant costs	0	0
Including rejected indirect costs	0	0

Input data's

Period 1	Period 2

	Period 1	Period 2
INDIRECT COST PERCENTAGE CHOSEN	0% Accepted %	0% Accepted %
Input data's	30% maximum	30% maximum

REVENUES

Revenue category	Period 1	Period 2
Own partners' funding		
Generated by the action		
Requested contribution from the Commission		

Profit/loss	0	0
Total eligible costs declared	0	0
Total eligible costs accepted	0	0
Rejected costs	0	0

Rejected (in house) consultant costs:	Rejected indirect costs:
0	0
0	0

3. Information concerning financial & technical capacity

This part will include all relevant information to comply specifically with the provisions described under the section VI “Evaluation Procedure”, sub-section 2 “Selection”.

4. Compulsory administrative forms

This part will include all relevant information to comply with the provisions described under the section VI “Evaluation Procedure”, sub-section 1 “Eligibility”.

The use of the administrative forms “Host Organisation Profile”, “Exclusion form” and “Co-financing statement form” is compulsory without modifications. An electronic version of these forms is available on the CIP Call website <http://ec.europa.eu/enterprise/funding/cip/index.htm>.

Proof of registration and management board members

Each host organisation / partner must provide the following documents (except when the applying host organisation/partner had already submitted a proposal under Call ENTR/CIP/07/0001. In this case, a confirmation that documents are still valid is sufficient):

- Official registration certificate;
- Extract of Articles of association/Statutes;
- List of directors/executive board members (names and forenames, titles or positions in the applicant host organisation).

Host organisation/partner profile

This form is similar to the administrative form A/2 described in the Annex 1 but should, in addition, involve the three statements (declarations) at the end and be manually signed by each host organisation / partner.

HOST ORGANISATION PROFILE* (1 FORM PER HOST ORGANISATION/PARTNER)					
Legal Information (legal entity)					
Legal Name					
Short Name					
Legal Status			Legal Registration n°		
VAT number					
Business Area					
Details					
Annual turnover			Total yearly revenues, resources		
Is Your Host organisation independent?	Y	N	Number of employees		
If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your host organisation					
Registered Address of the legal entity					
PO Box					
Street Name and Number					
Post Code		Cedex			
Town/City					
Country Name					
Internet homepage					
Administrative officer authorised to commit the host organisation					
Title (Dr, Prof., ...)					
Family Name					
First Name					

Position in company/ host organisation						
Telephone n°		Fax n°				
E-mail						
Previous contracts						
Have you, previously or currently, submitted <u>this</u> proposal or one similar in content to any Community Programme?					Y	N
If yes, please give details and indicate the main differences between the present and previous proposals.						
Have you submitted (or do you intend to submit) <u>in the current year</u> a grant application directly or indirectly from a European institution or agency.					Y	N
If yes, please give the following details; indicate the main differences between the present and previous proposals.						
Programme name	DG	Action Name	Amount (in Euro)	Differences		
Have you <u>during the last three years</u> obtained a Community grants, procurement contracts or loans directly or indirectly from a European institution or agency.					Y	N
If yes, please give the following details; indicate the main differences between the present and previous proposals.						
Programme name	DG	Action Name	Year	Amount (in Euro)	Differences	
<p>I declare that I have read and accept the rules governing this call for proposals. I certify that the information in this proposal about my host organisation is accurate and complete.</p> <p>I declare that I am aware and agrees that in case of successful evaluation, the Commission shall, subject to payment arrangement, pay the any grant in full to the co-ordinator.</p> <p>I declare that I am aware that, in the case of total or partial non-application of my obligations, the Commission will be able to engage my responsibility.</p>						
STAMP OF THE HOST ORGANISATION						
DATE OF SIGNATURE		SIGNATURE OF PERSON	OF	AUTHORISED		

* In the case of applying consortium, the host organisation proposed to act as the 'co-ordinator' must fulfilled the first form A2.

Exclusion Form

The following form must be prepared and manually signed by each host organisation / partner.

The undersigned:

Complete Official Name of the host organisation:

Official legal status:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form (representative legally authorised to represent the candidate vis-à-vis third parties and acting on behalf of the aforementioned company or host organisation):

Declares on his honour that the company or host organisation that he represents:

- a) *is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;*
- b) *has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;*
- c) *has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;*
- d) *has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out;*
- e) *has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal host organisation or any other illegal activity detrimental to the Communities' financial interests;*
- f) *has not been declared, following another procurement procedure or grant award procedure financed by the Community budget, to be in serious breach of contract for failure to comply with its contractual obligations.*

The Commission shall accept as satisfactory evidence that the candidate:

- *is not in one of the situations described in a), b) or e) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;*
- *is not in the situation described in d) above, a recent certificate issued by the competent authority of the Member State concerned. Where no such document or certificate is issued by the country concerned, it may be replaced by a declaration under oath or, failing that, a solemn statement made by the candidate before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.*

Depending on the national legislation of the country in which the candidate is established, the documents referred to above shall relate to legal persons and/or natural persons including, where considered necessary by the Commission, company directors or any person with powers of representation, decision-making or control in relation to the candidate.

By returning this form, duly signed, the candidate undertakes to send to the Commission, within seven calendar days following the receipt of the Commission's request, these documents and any document the Commission considers necessary to perform its checks.

In addition, the undersigned declares on his honour:

- g) *that on the date of submission of the proposal, the company or host organisation he represents and the staff proposed for this action are not subject to a conflict of interests in the context of this call for proposals; he undertakes to inform the Commission without delay of any change to this situation after the date of submission of the proposal.*
- h) *that the information provided to the Commission within the context of this call for proposals is accurate, sincere and complete.*

By signing this form, the undersigned acknowledges that he has been acquainted with the administrative and financial penalties specified in articles 114.2 and 114.3 of the financial regulation (OJEU L 248/1 of

16.9.2002) and in article 175 of the detailed rules for the implementation of the financial regulation (OJEU L 357/1 of 31.12.2002), which may be applied if one of the situations described in points a) to h) above arises.

Full name Date

Signature

Stamp of the host organisation

Co-financing statement form

The following form must be prepared and manually signed by each host organisation / partner.

CO-FINANCING STATEMENT FORM			
TO BE FILLED FOR EACH CO-FINANCING THIRD PARTY (COMPANY/ASSOCIATION/ORGANISATION)			
Legal Information (legal entity)			
Organisation Legal Name			
Short Name			
Legal Status		Legal Registration n°	
VAT number			
Business Area			
Registered Address of the legal entity			
PO Box			
Street Name and Number			
Post Code		Cedex	
Town/City			
Country Name			
Information concerning participation and involvement			
Amount of funding which the company/association/organisation undertakes to provide for the operation (in Euro)			
How and when the co-financing will take place?			
Is the co-financing decision irrevocable? (if the answer is “No”, please comment)			
Role and involvement in preparing the proposed project			
Role and involvement in implementing the proposed project			
Administrative officer authorised to commit the company/association/organisation			
Title (Dr, Prof., ...)			
Family Name			
First Name			
Position in company/			

association/organisation			
Telephone n°		Fax n°	
E-mail			
STAMP OF COMPANY/ASSOCIATION/ORGANISATION			
DATE OF SIGNATURE		SIGNATURE OF AUTHORISED PERSON	

Annex 3 – Co-operation of entities in third countries with the network based on Article 21.5

Article 21.5 (CIP) reads as follows:

“The Commission shall support the network partners by making available the appropriate coordination and operational support. Host organisations established in countries which are not participating in the programme may have the possibility to benefit from this coordination and operational support.”

Participation of host organisations in third countries based on *Article 21.5 (CIP)* does not qualify for any financial support to the host organisation through the CIP programme budget.

Any expression of interest to co-operate with the network on the basis of this article can be submitted at any time during the CIP programme and is not subject to the deadline for this call for proposals.

Procedure to establish co-operation with the network under Article 21.5 (CIP)

For host organisations in third countries, it is not necessary to apply as a consortium in order to ensure a full geographical coverage to provide the full range of module a-c services or to implement the no-wrong-door concept. However applications from co-ordinators of national networks of business service providers supported by their networks are particularly welcome.

Using the application documents for this call a host organisation in a third country may propose a work plan that includes a subset of services from the modules a, b, and c, reflecting local needs of industry, crafts and services. The documents do not have to include a budget proposal although the applying host organisation shall demonstrate its capability to execute the proposed work plan.

In addition to the work plan and the description of the host organisation, the latter shall include a letter of support of the Delegation of the Commission to the country.

The proposal should indicate the subject “Interest to co-operate with the Competitiveness and Innovation Services network based on *Article 21.5 (CIP)*” an expression of interest to co-operate shall be sent to either:

- European Commission
DG Enterprise and Industry
Business co-operation Unit, ENTR/E/2
BREY 5/290
B – 1049 Brussels, Belgium.

Or

- European Commission
DG Enterprise and Industry
Support for Innovation Unit, ENTR/D/2
BREY 6/071
B – 1049 Brussels, Belgium.

If accepted by the Commission services, the terms of co-operation will be negotiated in particular with respect to a potential contribution to the network infrastructure, the work plan, the quality and the reporting requirements.

Co-operation with the network on the basis of *Article 21.5 (CIP)* does not result in the right to participate in any call specifically addressing network members as laid down in *Article 21.4 (CIP)* unless provided for in the call.

Annex 4 – Background information about the current Euro Info Centre (EIC) and Innovation Relay Centre (IRC) network

Many services described in *Article 21 and Annex III (CIP)* are based on services currently provided by EICs (Module a) and IRCs (Module b).

Euro Info Centre (EIC) network

SMEs need simple, clear and efficient access to the European Union – its legislation, programmes and opportunities. Services as described in *Article 21.2 module a and Annex III (CIP)* reflect this need and build on the mission currently performed by the Euro Info Centre (EIC) network. The mission of today's Euro Info Centres is to offer this access and provide SMEs with all relevant information, advice and assistance. The network also functions as an intermediary between SMEs and the European Commission and feedback on specific SME concerns to the Commission.

The EIC network was created in 1987 and has since then evolved as the biggest European network to support SMEs. Currently more than 300 EICs operate in 42 countries. They operate within local, regional and national host organisations providing services to SMEs (such as Chambers of Commerce, Craft Chambers, Regional Development Agencies, Banks, etc.).

The network works very closely among each other and develops constantly a network effect. This means that contact with an EIC gives easy access to business support and markets in 42 countries. The strength of the network comes from the quality of its business support services, from the co-operation it engenders and from its direct links with the Commission and businesses across Europe.

Under the CIP, services currently provided by EICs will be continued and further developed.

Additional information on existing Information, business co-operation, feedback and internationalisation services will be developed.

It is recommended that applicants consult websites and documents describing the work of the current EIC network. While current activities and working methods will provide valuable insight for preparing the proposal, they can only serve as a general guide for future activities and operational modalities.

Applicants are further invited to consult the following websites:

Home Page Euro Info Centres on EUROPA: <http://ec.europa.eu/enterprise/networks/eic/eic.html>

Overview of EICs / National EIC websites: http://ec.europa.eu/enterprise/networks/eic/eic-geo-cover_en.html

EIC Brochure (11 languages): http://ec.europa.eu/enterprise/networks/eic/pdf/eic_brochure_en.pdf

Annual Report 2004: http://ec.europa.eu/enterprise/networks/eic/pdf/eic_annual_report_2004_en.pdf

Other EIC Publications and Products: http://ec.europa.eu/enterprise/networks/eic/eic-products_en.html

Innovation Relay Centre (IRC) network

The Innovation Relay Centre (IRC) network was established by the European Commission in 1995 to create a pan-European platform to stimulate trans-national technology transfer and promote innovation services. Now the network has grown to 71 IRCs, involving 250 host organisations active at national and regional innovation systems, covering most of the regions in 33 countries. IRC network has developed extensive contacts with companies throughout Europe and is building a reputation as an efficient support network for trans-national technology transfer and cooperation.

The IRC network has developed over the decade specific methodologies and tools for its activities. The most important methodology relates to activities of the network for international partnership building, which includes 3 distinct steps as described below:

- Identification and publication of technology profiles (offers & requests)

Following initial contacts with clients, their technology needs or potential to transfer own innovations are identified and formulated using instruments and templates established by the network. Subsequently technology profiles are disseminated through the network's web based communication and operation platform (BBS), catalogues of brokerage events, during company missions or other tools.

- Matchmaking and exchange of initial expressions of interest

Expressions of interest (EOI) on technology profiles from foreign partners are generated through automated databases (Instruments for Automatic Matching), individual matchmaking (Technology Watch Services), the participation in brokerage events and any other means.

- Follow-up of EOIs and assistance in the negotiation phase.

Follow-up of expressions of interest and assistance during the negotiation phase. The negotiations and the conclusion of cooperation agreements between own clients and their international partners are assisted by every available mean. The assistance can be provided by in house experts or by signposting to relevant experts in the region or abroad. They can include:

- Host organisation of a first visit on the premises of the partner;
- Translation of technical documentation;
- Support in finding locally able lawyers, patent attorneys, commercial banking services for industries and alike;
- Mediation of a co-operation agreement as well as introducing and discussing the different possibilities of licensing and royalty schemes.

A set of common performance indicators has been used by the current IRC network to measure individual centre's performance each year..

Useful information concerning the current IRC services is available at the following website: [http://ec.europa.eu/enterprise/networks/b2europe/networks.html#Innovation%20Relay%20Centres%20\(IRC\)](http://ec.europa.eu/enterprise/networks/b2europe/networks.html#Innovation%20Relay%20Centres%20(IRC))

. The most relevant documents are:

- IRC Brochure (structure, missions, services, activities, methodologies, tools, achievement, etc);
- Trans-national technology transfer (TTT) definitions;
- Guidelines for preparing technology profiles;
- IRC common performance indicators.
- IRC network Quality Charter;
- Cooperation agreements with other players and networks (EUREKA, European Space Agency, European Business Angel Network, ProTon Network, IPR Help Desk).

More details can be found on the IRC network's public website <http://www.innovationrelay.net/>.

Annex 5 – Guide for electronic submission of proposals

The tool distinguishes between the participant who is taking the lead in the preparation of the proposal (the “proposal co-ordinator”), and the other participants in the consortium (the “co-partners”).

Failure of your proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance

1. Online preparation and submission

The following instructions briefly outline the principal steps for online proposal preparation and submission.

The online EPSS is a Web-based system, i.e. you do not have to install special software on your computer. You only need a standard Web browser and a username and password. All the data that you upload is securely stored on a Web server, to which only the participants in the proposal have access (not even the Commission before submission), providing a common online workspace for the preparation of the proposal.

Request for username and password (by the proposal coordinator):

- Go to the CIP Call website <http://ec.europa.eu/enterprise/funding/cip/index.htm>;
- On the call page, go to the box “Prepare and submit a proposal for this call”;
- You will arrive at the EPSS start page;
- Click on “Register” for **ONLINE preparation and submission**, fill in the registration form and submit it. This form asks for a few brief details about the proposal, to assist the Commission in planning the evaluation¹;
- The EPSS will send you by return email a username and password as proposal coordinator. They will also send a (different) username and password for your co-partners. In case of problems in receiving these, contact the EPSS helpdesk (reference see section VIII);
- If you make an error concerning the call you have registered for or the choice between online or offline preparation, you must abandon this registration and register again;
- The usernames and passwords are linked to only one proposal.

Using the online system (coordinator):

Once you have received your username and password, you can start building a proposal. Access to the system is again via the CIP Call website <http://ec.europa.eu/enterprise/funding/cip/index.htm>. By entering your coordinator username and password you will now reach the EPSS main menu for your proposal. At the first login, you will be invited to reset your own password and the other partner’s password.

As a coordinator you can then:

- Set up (and modify) your consortium by adding/removing partners;
- complete all Part A forms;
- Download the document template for writing Part B of the proposal, and when it is completed, upload the finished Part B;
- Submit the complete proposal Part A and Part B.

¹ Please complete as many fields as possible, even if only with preliminary data - the information you give does not involve you in any commitment

Using the online system (co-partners):

The other host organisations in the proposal receive their co-partner username and password directly from the coordinator. For entering the EPSS see above. As a co-partner (not coordinator) they can:

- complete their own A2 form;
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however only the coordinator can upload the finished version);
- view the whole proposal.

Submitting the proposal online

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. **Once there is a consolidated version of the proposal the coordinator must expressly submit it by pressing the “SUBMIT” button.** Only the coordinator is authorised to submit the proposal.

On submission, the EPSS performs an automatic validation of the proposal (e.g. confirms if all mandatory fields are completed, etc.) and informs the coordinator of any apparent problems with the proposal. The coordinator may decide to submit the proposal even when apparent problems have been indicated by the EPSS. This automatic validation does not replace the more detailed eligibility check later carried out by the Commission.

All files are also subject to a check for viruses. Files which are found to contain viruses will not be accepted, the coordinator will instead receive a message to remove the virus and to try submission again. Also files which are found subsequently to be unreadable or unprintable cannot be evaluated.

Note there is a 10 Mbyte limit to the total size of proposal file (Part A and Part B) which may be submitted. Excessively large files will not be accepted, the coordinator will instead receive a message to reduce the size of the file and try again.

If successfully submitted, the coordinator receives a message that indicates that the proposal has been received. The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one (by pressing the “SUBMIT button” each time!) right up until the call closure.

For the proposal Part B you must use exclusively PDF (“portable document format”, compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Also zipped or otherwise compressed archives will not be accepted - as PDF is self-compressing there is nothing to be gained by zipping.

Some mandatory supporting documents as “Host Organisation Profile”, “Exclusion form” and “Co-financing statement form” and other documents as CVs, ‘Model Estimated Budget 2008-2010’ and ‘Model Financial Statement’ in excel format are downloadable from the CIP Call website <http://ec.europa.eu/enterprise/funding/cip/index.htm> and will be uploaded as annexes to Part B in PDF format.

Additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected.

Using only PDF format for submission of Part B - Why?

This format of text documents is supported by the vast majority of computer platforms; it bears a minimum risk of viruses; it is self-compressing. Allowing any possible format would require that the Commission maintain an arsenal of software and even then readability could not be guaranteed in 100% of the cases. The

other advantage of saving as a PDF file is that the contents are “locked” and the original formatting (margins, page breaks, etc.) will always be maintained when the file is printed.

Using only PDF format for submission of Part B- How?

The possibility of converting a text file into PDF is integrated into some word processors. In case this is not implemented in the word processor you are using, you can download special conversion software (commercial software or downloadable freeware) from the web. Conversion into PDF is the last step in preparing a document for submission; since PDF documents are then locked, they cannot be edited like normal text files.

2. Errors in submitted proposals

Errors discovered in proposals submitted by the EPSS can be rectified by simply submitting a corrected version. So long as the call is not yet closed, the new submission will overwrite the previous one.

Once the deadline has passed, however, we can accept no further additions, corrections or re-submissions. The last version of your proposal received before the deadline is the one which will be evaluated, and any later material will be disregarded.

3. Deadline for reception

Applicants are reminded that it is their own responsibility to ensure the timely submission of their proposal.

Electronically submitted proposals must be submitted to the EPSS system before the call deadline, at which time the access to the EPSS for this call will close. Applicants using online preparation should note that **submission is the point at which you have completed the upload of your proposal and have pressed the “Submit” button**. It is not the point at which you begin the upload. If you wait until too near to the close of call to begin uploading your proposal, there is a high probability you will not be able to submit in time.

The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **Do not delegate the job of submitting your proposal !**

If you have in error registered and submitted your proposal to another call which closes after this call, the Commission will not receive it until it is discovered in the download of this later call. **It will therefore be classified as ineligible because of late arrival.**

4. Acknowledgement of receipt

Shortly after the close of call, the Commission will despatch an Acknowledgement of receipt letter to the proposal coordinator (the individual named as “person in charge” on the A2 form of host organisation no. 1). The sending of an Acknowledgement of receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

Applicants who have not received an Acknowledgement of receipt by 12 working days after call deadline should urgently contact the European Commission – Helpdesk for calls for proposals (ENT/CIP/07/0001a).

The brief electronic message given by the EPSS system after submission does not constitute an official Acknowledgement of receipt.

* * *