

# AIBCA EUROCLUSTERS

Project funded under Grant Agreement no. 101074645 –  
SMP-COSME-2021-CLUSTER Call for proposals.

## GUIDE FOR APPLICANTS

### Open Call for participation to International Events



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## GLOSSARY AND ABBREVIATIONS

<b>AIBC EUROCLUSTERS</b>	Artificial Intelligence & BlockChain for a greener and more digital economy supported by EUROpean CLUSTERS
AI	Artificial Intelligence
BC	Blockchain
EC	European Commission
ECCP	European Cluster Collaboration Platform
EISMEA	European Innovation Council and SMEs Executive Agency
EU	European Union
FPI	Fondazione Piemonte Innova (Project Coordinator)
FSTP	Financial Support to Third Parties
GDPR	General Data Protection Regulation
SME	Small and Medium Enterprise
SMP	Single Market Programme
TWIN TRANSITION	Green & digital transitions



## 1. ABOUT THE PROJECT

AIBC EUROCLUSTERS stands for Artificial Intelligence & BlockChain for a greener and more digital economy supported by EUROpean CLUSTERS. It is an EU funded project (Grant Agreement no. 101074645) under the “Joint Cluster Initiatives (Euroclusters) for Europe’s recovery” call for proposals - Open Strand, which invites proposals focused on cross fertilisation of various industrial ecosystems, hence with no specific focus on one industrial ecosystem.

Indeed, the AIBC EUROCLUSTERS Project is centred on the Artificial Intelligence (AI) and Blockchain (BC) technologies and aims to:

- Further support the development of AI and BC solutions, especially those that support digitalisation, by SMEs and start-ups located in the European Union and in countries associated to the EU Single Market Programme.
- Support the uptake of AI and BC applications by different industrial ecosystems (manufacturing, mobility, logistics, energy) in need of twin transition implementation in order to become more resilient.
- Help European AI and BC SMEs access third markets and generate growth from international activities.
- Contribute to the reskilling and upskilling of the human capital across the EU.

The AIBC EUROCLUSTERS Consortium is coordinated by Fondazione Piemonte Innova – FPI (IT), in partnership with bwcon research (DE), ICT Cluster (BU), Asociación Cluster de Movilidad y Logística de Euskadi – MLC (ES), Environment Park - ENVIPARK (IT) and Bydgoszcz Industrial Cluster - BIC (PL).

The AIBC EUROCLUSTERS support is targeted to European SMEs and start-ups working on the AI & BC technologies, from the manufacturing, mobility, logistics and energy industrial ecosystems, that are interested in adopting AI & BC solutions to be more digital, resilient and green. The project implements Open Calls to select companies and projects and thus will provide Financial Support to Third Parties (FSTP) for the following activities:



Figure 1. AIBC EUROCLUSTERS calls.



All information about the Open Calls can be found here: [AIBC EUROCLUSTERS PROFILE](#)

Furthermore, the **AIBC EUROCLUSTERS** project will implement an analytic approach for supporting the:

- integration and valorisation of information from SMEs, start-ups, local stakeholders from different ecosystems.
- identification of the most promising opportunities related to AI, Blockchain and twin transition.
- Definition of support programmes and services to accelerate SMEs' digitalisation and development of new/improved products and services.
- Improvement of management, coordination and collaboration capacity of EU clusters among different industrial ecosystems in the EU single market.

## 2. OVERVIEW OF THIS OPEN CALL

This document presents the **AIBC EUROCLUSTERS OPEN CALL FOR PARTICIPATION TO INTERNATIONAL EVENTS**, which is targeted to **European SMEs and start-ups working on Artificial Intelligence (AI) & Blockchain (BC) technologies** that are interested in participating in **International Events related to AI & BC technologies**.

AIBC has destined an overall budget of 20.000,00 EUR for supporting in-person participation of SMEs in thematic events (related to AI & BC technologies, in EU countries or outside). This call foresees two cut-offs, each of which has a total budget of 10.000,00 EUR.

Each beneficiary SME can receive up to 2.000,00 EUR in the form of a lump-sum (thus, it is foreseen that at least 10 companies will receive financial support). Participating SMEs must have solutions and skills related to Artificial Intelligence and/or Blockchain.

The call provides the opportunity to take part in international events linked to AI or Blockchain Technologies, to meet in person potential partners and local technology and market experts, and to develop potential collaborations and cooperation opportunities with different stakeholders in the AI and BC fields from countries at the European and international level.

### 2.1. ACTIVITIES TARGETED BY THIS CALL

The **OPEN CALL FOR PARTICIPATION TO INTERNATIONAL EVENTS** provides financial support for SMEs and start-ups to participate in person in international events linked to the fields of AI, BC, and their applications, as well as Green, Sustainability and Resilience, which should correspond to:

- Thematic Summits
- International Conventions
- Global Forums
- Conferences
- Congresses
- Exhibitions
- Fairs

The financial support can be used to cover travelling, accommodation and subsistence costs as well as entry fees, booth, etc. at a specific event selected by the company.



Beneficiaries will receive up to 2.000,00 EUR for the participation in the event. At least one person from the selected SME must participate. No limit of attendees is set, but up to 2 persons from the same SME will be eligible for travel & accommodation funding. The person(s) participating in the event must be present at least one complete day in the event.

The events must be happening between November 2023 and October 2024 and must not be held in the same region where the applicant is located.

### 3. ELIGIBILITY CRITERIA

#### 3.1. ELIGIBLE APPLICANTS

The eligible applicants for AIBC open calls are companies and start-ups, both in the form of Small and Medium Companies (SMEs) as defined by the EU, that have as their main focus the development of Artificial Intelligence and/or Blockchain solutions.

A SME will be considered as such if coherent with the [Commission Recommendation 2003/361/EC](#) and the [SME user guide](#).

As a summary, the criteria which define an SME are:

- Headcount in Annual Work Unit (AWU): less than 250.
- Annual turnover: less or equal to €50 million or
- Annual balance sheet total: less or equal to €43 million.

The AIBC project Consortium has the right to request formal registration documents from the applicants. In case the Consortium request is not answered within 7 working days, the applicant will be considered as ineligible.

SMEs that are under liquidation, in difficulty, or excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority are not eligible to apply for funding.

Double funding shall be avoided! The applicants must not be or have been funded by national or European public funds for the same activities related to what they candidate to by applying to this call. This is a fundamental principle for public expenditure in the EU: no costs for the same activity can be funded twice from the EU budget.

#### 3.2. ELIGIBLE COUNTRIES

SMEs and start-ups established in the Member States of the European Union (EU) and Countries participating in the Single Market Programme (SMP) are eligible to apply to this call.

The list of SMP participating countries is available here: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/smp/guidance/list-3rd-country-participation\\_smp\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/smp/guidance/list-3rd-country-participation_smp_en.pdf)

#### *Information on specific countries*

Hungarian companies



According to Council Implementing Decision 2022/2506 it is prohibited to enter into legal commitments with specific entities involving Union funding. This prohibition applies to the entire chain of Union financing.

This Decision stipulates that legal commitments must not be signed with any public interest trusts established on the basis of the Hungarian Act IX of 2021 or any entity maintained by such a public interest trust. This applies as of 16 December 2022 for as long as the measures are in place.

In practical terms, regarding financial support to third parties, Hungarian entities receiving AIBC FSTP funds must demonstrate not being part of the entities linked to the Decision, starting from the ones listed in this [link](#) (list is not exhaustive).

### 3.3. ACTIVITIES ELIGIBLE FOR FUNDING

The [OPEN CALL FOR PARTICIPATION TO EVENTS](#) provides financial support for SMEs and start-ups interested in taking part in international events focused on technology or specific industries where AI and Blockchain can be applied, specially related to manufacturing, mobility, logistics and/or energy.

Reimbursement is assured only for SMEs and start-ups (responding to the EU definition: see **Errore. L'origine riferimento non è stata trovata.**) attending at least one full day of an international event (identified by the company when applying to this Call).

The event must be linked to the fields of AI, BC, Green, Sustainability and Resilience.

The event cannot be taking place in the same region where the beneficiary is located.

The event must happen after the signature of the agreement and before the AIBC project ends, meaning between November 2023 and October 2024.

The [AIBC EUROCLUSTERS](#) will facilitate access and connections to potential experts and entities as well as information about international events linked to AI and BC, through an online matchmaking platform. All interested organisations are invited to visit the platform (available on the call web page) and use it for organising meetings and developing partnerships, collaborations.

To be noted that AIBC EUROCLUSTERS only provides this platform as a support for networking activities and information, but all applications will be considered equally (independently on whether they from entities registered in the platform or not).

### 3.4. LANGUAGE

The application form must be filled in English, the official language for [AIBC EUROCLUSTERS OPEN CALLS](#). Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the programme. This means any requested documentation will have to be submitted in English in order to be considered eligible.



### 3.5. ABSENCE OF CONFLICTS OF INTEREST

Applicants shall not have any actual and/or potential conflicts of interest with the AIBC Consortium, during both the selection process and the whole project development. All cases of potential conflicts of interest must be declared and will be assessed on a case-by-case basis.

Applicants cannot be AIBC Consortium partners or affiliated entities nor their employees or co-operators under a contractual agreement.

## 4. FINANCIAL SUPPORT PROVIDED

Each beneficiary of this call can receive up to 2.000,00 EUR in the form of a lump sum.

The criteria used to define the exact amount to be provided by AIBC are as follows:

- For events held in EU countries / SMP countries different from the one where the applicant SME is located, the lump-sum will be composed according to the following criteria:
  - Costs related to travel and accommodation expenses: 700,00 EUR for 1 person participating to the event or 1.000,00 for 2 people participating to the event.
  - Costs related to booth, stand, registration fee: up to 1.000,00 EUR.
- For events taking part in the same country where the applicant SME is based, but not in the same region, the lump sum will be of 500,00 EUR.
- For events held in countries outside Europe and SMP participating countries, the lump-sum will be of 2.000,00 EUR per SME, independently of the number of people participating.

Lump sum funding is a fixed payment defined up-front and set out in the agreement that will be signed between the AIBC project and the beneficiary SME, stating all conditions for funding. The lump sum will be paid upon completion of activities, and no financial reporting is needed.

This call foresees two cut-offs, each of which has a total budget of 10.000,00 EUR.

Payment will be carried out linked to the presentation of documents that prove that the company participated in the event: confirmation of registration in the event, presence on catalogue or registrations lists, travel proof, accommodation proof (i.e. plane/train ticket, hotel invoice with date).

To be noted that beneficiaries can also apply to the other [AIBC EUROCLUSTERS OPEN CALLS](#) and get additional funding for the various activities foreseen, but the same SME cannot receive more than 60.000,00 EUR overall from the AIBC EUROCLUSTERS project.

### 4.1. ELIGIBLE COSTS

The financial support is meant to be covering part or all of the costs for participating in the international event chosen by the company in the application form.

The eligible costs are exclusively those related to the participation in the event: travelling costs, accommodation, subsistence, fees for participation in the event, booth costs. According to the following criteria:





- For **traveling, subsistence and accommodation costs** for participating to events the lump-sum will be composed according to the following criteria:
  - Events held in EU countries / SMP countries different from the one where the applicant SME is located: up to 1.000,00 EU according to the number of participants [A and B in the following table].
  - Events taking part in the same country where the applicant SME is based, but not in the same region: the lump sum will be of 500,00 EUR. [C in the following table].
- For events in Europe, EU Member States & Countries participating in the SMP: costs related to booth, stand, registration fee: up to 1.000,00 EUR for SME. [D in the following table].
- For events held in countries different from Europe, EU Member States & SMP participating countries, the lump-sum will be of 2.000,00 EUR for SME. [E in the following table]

*Table 1. Cost Categories*

Cost category	Cost description	Country/region	Amount in EUR
A	Travel, accommodation, and subsistence for 1 person participating in the event	Europe, EU Member States and SMP participating countries (different from the country where the SME is located or has an office)	700,00
B	Travel, accommodation, and subsistence for 2 persons participating in the event	Europe, EU Member States and SMP participating countries (different from the country where the SME is located or has an office)	1.000,00
C	Travel, accommodation, and subsistence for at least 1 person participating in the event. Does not increase with more people participating to the event.	Different region in the same EU Member State or SMP participating country where the company is based or has an office	500,00
D	Costs for participating in an event related to registration fee, stands, booth.	Europe, EU Member States & SMP participating countries.	Up to 1.000,00
E	Any cost related to at least 1 person participating in the event: travel, accommodation, subsistence, registration fee, stands, booth.	In countries different from Europe, EU Member States, SMP participating countries.	2.000,00



A, B, C and D costs are eligible by themselves (each alone), while costs categories can be combined as follows:

- A + D
- B + D
- C + D

When filling the application form, SMEs will have to declare the costs categories (being just one or a combo) that they are applying for, always respecting the maximum of 2000,00 EUR per beneficiary SME.

## 5. PREPARATION AND SUBMISSION OF APPLICATIONS

### 5.1. APPLICATION FORM

The submission of the [AIBC EUROCLUSTERS OPEN CALL FOR PARTICIPATION TO EVENTS](#) application must be done exclusively through the EU Survey platform at the following link:

[https://ec.europa.eu/eusurvey/runner/AIBC\\_OpenCall\\_Events](https://ec.europa.eu/eusurvey/runner/AIBC_OpenCall_Events)

Moreover, the following documents must be uploaded to access the evaluation step:

- CV of person(s) participating to the event (in pdf).

Please, be sure of having them ready to be uploaded when filling and submitting the online application.

Furthermore, a document outlining the information requested in the application form is also available, to allow participants to prepare their application before introducing the information in the online form. It is intended as a supporting document to help participants develop their application offline but it will not be eligible as such. It is available for download here:

<https://piemonteinnova.it/wp-content/uploads/2023/06/AIBC-International-events-application-form.docx>

Only the application form filled online and submitted will be considered eligible.

We warmly suggest you download a copy of the submitted application form, as it will support the project development in case you are selected and might be useful in case of complaints.

### ***Gender Equality, Diversity and Social Inclusion***

The AIBC EUROCLUSTERS project seeks gender balance, diversity protection and social inclusion. Therefore, applicants to [AIBC EUROCLUSTERS OPEN CALLS](#) are invited to take all measures to promote equal opportunities within their staff in the implementation of the action as well as address diversity.

Please include information on how you plan to address these aspects directly in your application.



## 5.2. NUMBER OF APPLICATIONS

Only one application per SME will be evaluated (and possibly selected for funding). In the case of multiple submissions by the same applicant, only the last one received (as per timestamp of the IT system) will enter the evaluation process, the rest will not be considered, meaning, they will be declared non-eligible.

If the submitted application is declared non-eligible or fails to reach the thresholds needed to proceed to the evaluation, the applications that were submitted earlier by the same applicant will not be considered for evaluation either.

## 5.3. DEADLINE FOR SUBMISSION OF APPLICATIONS

This [AIBC EUROCLUSTERS OPEN CALL FOR PARTICIPATION TO EVENTS](#) will be open for 7,5 months (May 2023- January 2024) and will have 2 cut-off dates, as follows:

- (1) 5<sup>th</sup> September 2023 at 17:00 CET
- (2) 16<sup>th</sup> January 2024 at 17:00 CET

The AIBC Consortium reserves the right to add a cut-off date in case there is still budget available.

Only proposals submitted before the deadline will be accepted. After the call closure, no additions or changes to received proposals will be considered.

Further details about timeline and deadlines are available in the following section.

## 6. EVALUATION PROCESS

### 6.1. PROCEDURE AND TIMELINE

The [AIBC EUROCLUSTERS OPEN CALL FOR PARTICIPATION TO EVENTS](#) will be available for 7,5 months (until 16<sup>th</sup> January 2024), with the two cut-off dates (specified in the section above).

Only applications drafted in English and submitted via the link provided in Section 5.1 will be considered eligible.

The following table shows all the main dates for the open call management.

*Table 2. Main dates for AIBC Open Call for Participation to Events*

Open Call	Date
<b>Publishing date</b>	Tuesday, June 6 <sup>th</sup> , 2023
<b>Deadlines for submission</b>	1 <sup>st</sup> Cut-off: 5 <sup>th</sup> September 2023 at 17:00 CET 2 <sup>nd</sup> Cut-off: 16 <sup>th</sup> January 2024 at 17:00 CET



Open Call	Date
<b>Evaluation period</b>	~3 weeks after each deadline
<b>Information to applicants</b>	1 <sup>st</sup> Cut-off: beginning October 2023 2 <sup>nd</sup> Cut-off: beginning February 2024
<b>Acknowledgement of the selection outcome and acceptance of funding agreement terms and conditions (successful applicants) via email to <a href="mailto:AIBC@bwcon.de">AIBC@bwcon.de</a></b>	Within 5 working days after receiving communication 1 <sup>st</sup> Cut-off: mid-October 2023 2 <sup>nd</sup> Cut-off: mid-February 2024
<b>Preparation and signature of the agreement (deadline)</b>	1 <sup>st</sup> Cut-off: mid-October 2023 2 <sup>nd</sup> Cut-off: mid-February 2024
<b>Payment of the lump-sum</b>	~60 days after attendance to the event and reception of proof documentation from the beneficiary.  The events should be taking place between November 2023 and October 2024 and must not be held in the same region where the applicant is located.

Questions can be asked via email to [AIBC@bwcon.de](mailto:AIBC@bwcon.de) from the day the call is published until 5 working days before the last cut-off date, meaning until 29<sup>th</sup> August 2023 for the first cut-off and until 9<sup>th</sup> January 2024 for the second cut-off.

## 6.2. SELECTION AND EVALUATION CRITERIA

**SMEs must fill in the online form (available [here](#))** that will allow the profiling of the company and its competences, as well as the reason and scope to participate in the selected event.

Companies applying to **AIBC EUROCLUSTERS OPEN CALL FOR PARTICIPATION TO INTERNATIONAL EVENTS** will be ranked according to the evaluation criteria shown in the table below.

Only full points will be awarded, no half points.



Table 3. Evaluation criteria

Evaluation criteria	Points (max)
<b>SECTION 1 – Company profile</b>	<b>10</b>
Company profile according to AIBC target: SMEs/start-ups developing/offering AI and/or Blockchain solutions.	5
Where do you see your company within the next 5 years in terms of AI and/or BC development and internationalisation?	5
<b>SECTION 2 – Objectives and goals to participate in the selected event in terms of</b>	<b>40</b>
<ul style="list-style-type: none"> <li>• business model</li> <li>• competences</li> <li>• new clients, customers</li> <li>• new potential partners</li> <li>• new market</li> </ul>	
2.1. Define specific objectives that your company has in the short term regarding the participation in the selected event.	20
2.2. How could this event contribute to the further development of your company? Which impact could it have on its future endeavours?	20
<b>TOTAL SCORE</b>	<b>50</b>

A minimum overall score of 40 points is required to be admitted to the final selection stage.

It is foreseen that, for each cut-off, at least 5 companies will be selected to be supported in their participation to the chosen events.

The evaluation phase will start after each cut-off date with an eligibility check of the Application Form that will take maximum 5 working days. The eligibility check will be carried out by the project coordinator and/or bwcon research (partner in charge of the management of the present call). The applicants will receive an e-mail about the outcome of the eligibility check after it is finalised.

The applications of eligible SMEs, following the admissibility and eligibility checks will be evaluated by an Evaluation Panel, consisting of 2 representatives of the **AIBC EUROCLUSTERS** project consortium not belonging to the country of the applicant.

The Evaluation Panel will take into consideration the defined criteria and will take up to 10 working days from the communication of eligibility.

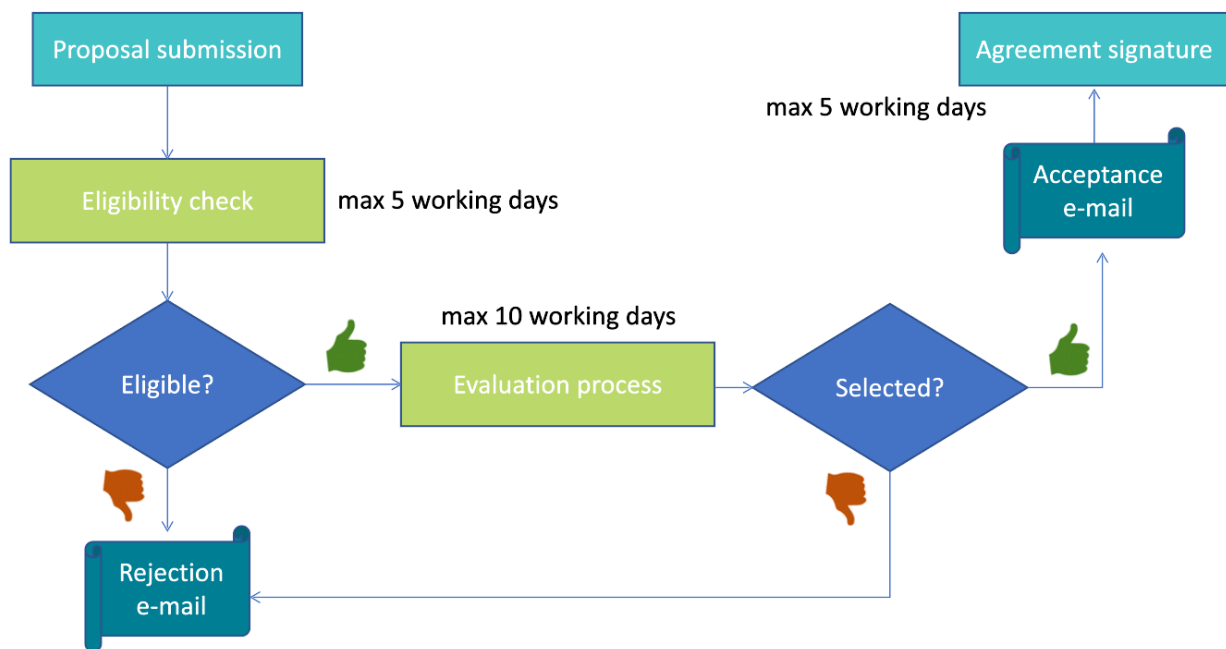


Figure 2. Evaluation process for the International Events call

Following the evaluation process, the ranking of the applications will be generated according to the highest obtained scores.

All applicants will be informed of the final results of the evaluation procedure within ~15 working days after each cut-off date. In case of a delay in the evaluation procedure, this will be communicated to the applicants 5 days before the expected time via email.

### Prioritisation in case of equal scores

In case a group of applicants score equal points, the prioritisation will be carried out as follow:

- 1<sup>st</sup> criterion: Applications ranked based on the scores obtained in section 2 of the evaluation criteria (higher to lower).
- 2<sup>nd</sup> criterion: Applications ranked based on the less represented countries, to assure a balanced participation from companies coming from different EU Member States and SMP Associated countries.

## 6.3. ENQUIRIES AND COMPLAINTS

If, after receiving the results of the evaluation, you consider that a mistake has been made, you can send your complaint in English by email to [AIBC@bwcon.de](mailto:AIBC@bwcon.de) including at least the following information:

- contact details (including email address).
- the subject of the complaint.
- explanation and evidence regarding the complaint.
- Copy of the submitted application form.



Companies will have five calendar days to submit their complaint starting from the day after the communication of the results was sent. The AIBC Consortium will review the complaint within no more than seven calendar days from its reception. If we need more time to assess the complaint, we will inform the company by email about the need for an extension.

We will not consider nor review anonymous complaints, nor complaints with incomplete information.

## 6.4. CONFIRMATION OF PARTICIPATION TO THE EVENT

Once the information of the evaluation results is received, each selected company must confirm its commitment to participating in the Event by sending an email to [aibc@bwcon.de](mailto:aibc@bwcon.de) and thus starting the agreement signing procedure. This communication must be sent within 5 working days from receiving the communication as a selected beneficiary.

A contract, defined as an “agreement”, will be signed between bwcon research (AIBC partner) and each selected company, stating all the requirements and conditions linked to the participation in the event and to be fulfilled in order to receive the lump-sum.

## 6.5. CONTACT POINT

For any information, please send an email to [AIBC@bwcon.de](mailto:AIBC@bwcon.de) specifying the topic of the request and the question/doubt/information needed.

Information about the project, its objectives and activities can be found on the AIBC EUROCLUSTERS webpage <https://clustercollaboration.eu/eu-cluster-partnerships/euroclusters/aibc-euroclusters>

# 7. AGREEMENT

## 7.1. Preparation and Signature of the Agreement

Once the beneficiaries have been selected, they will receive the agreement proposed by the AIBC EUROCLUSTERS defining the total lump sum to be received and the timeline for reporting and payments.

The agreement will also contain all the relevant information related to the company, and about AIBC EUROCLUSTERS' coordinator. It will also include principles and obligations<sup>1</sup> to be fulfilled by the beneficiaries SMEs, related to:

- **Conflict of interests:** The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be

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<sup>1</sup> Following the requirements of the Grant Agreement (Art. 9.4) signed by the AIBC Consortium related to providing financial support to third parties (FSTP).





compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests'). They must formally notify the AIBC Consortium without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The AIBC Consortium may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

- **Confidentiality and security - Sensitive information:** The beneficiary SME must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') – during the implementation of the action and for at least until the time-limit set out in the [Privacy policy](#). Unless otherwise agreed between the parties signing the agreement, they may use sensitive information only to implement the Agreement. The beneficiaries may disclose sensitive information to their personnel or other participants involved in the action only if they: (a) need to know it in order to implement the Agreement and (b) are bound by an obligation of confidentiality. The AIBC Consortium may disclose sensitive information to its staff and to other EU institutions and bodies. It may moreover disclose sensitive information to third parties, if: (a) this is necessary to implement the Agreement or safeguard the EU financial interests and (b) the recipients of the information are bound by an obligation of confidentiality. The confidentiality obligations no longer apply if: (a) the disclosing party agrees to release the other party (b) the information becomes publicly available, without breaching any confidentiality obligation (c) the disclosure of the sensitive information is required by EU, international or national law. Specific confidentiality rules (if any) will be set out in the agreement.
- **Classified information:** The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/44417 and its implementing rules). Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority. Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority. Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority. Specific security rules (if any) will be set out in the agreement.
- **Ethics:** the activities must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles. Specific ethics rules (if any) will be set out in the agreement.
- **Values:** the beneficiary must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities). Specific rules on values (if any) will be set out in the agreement.
- **Visibility of the EU emblem:** conditions and requirements will be included in the agreement following what stated in Communication obligations.
- **Specific rules** for carrying out the action, settled in the agreement.
- **Keeping records and supporting documents:** the beneficiaries must – at least until the time-limit set out by the AIBC Consortium in the Agreement (5 years after the end of AIBC project, i.e.: 31/12/2024) – keep records and other supporting documents to prove the proper implementation of the action (meaning, the participation to the event). In addition, the beneficiaries must – for the same period – keep the following to justify





the amounts declared: adequate records and supporting documents to prove proper implementation and fulfilment of the conditions as described in the agreement.

- **Consequences of non-compliance:** If a beneficiary breaches any of its obligations under the agreement, the lump-sum may be reduced or terminated.

A template of the agreement will be made available at least one month before the calls cut-off date at the following links: <https://piemonteinnova.it/bandi/aibc-euroclusters-open-call-for-participation-to-international-events/?lang=en>

The beneficiaries must complete the agreement with the required information and the SME's legal representative must sign it. The agreement must be signed using a certified electronic signature (encrypted digital signatures, such as those produced using e-signature software) and sent via email to [aibc@bwcon.de](mailto:aibc@bwcon.de) within 5 working days after its reception. It will then be counter-signed by bwcon research and a fully signed copy will be sent back via email to the company.

In case the company prefers to sign the contract by hand, this must be notified to Piemonte Innova when the communication of selection is received, thus before receiving the agreement. In this case, the signed Agreement must be sent by post.

In all cases mentioned above, a signature indicates acceptance of the agreement and all its terms.

## 7.2. Proof of participation

In order to receive the lump-sum, beneficiaries have to provide a short report about their participation in the event, based on the objectives and goals stated in the application form and according to the agreement conditions.

Furthermore they have to present proof of participation in the event. This can be done through certificates, entrance, badges, presence in the catalogue of the event, etc.

## 7.3. Payment

The lump sum, as set in the agreement will be paid after the company has participate in the event and has presented the reporting document with proof of participation to the event.

The payment will be carried out by bwcon research, partner of AIBC EUROCLUSTERS within 60 days (2 months) after receiving the reporting documents.

## 7.4. Communication obligations

For dissemination of the activities funded by AIBC, the recipients must credit the AIBC EUROCLUSTERS project through proper citation and appearance of the AIBC logo, the EUROCLUSTERS logo and the EU emblem, with the disclaimer "This activity has received funding from the AIBC EUROCLUSTERS project that is co-funded by the European Union".



The AIBC project will provide a communication package to all beneficiaries and this information will be also included in the agreement.

## 8. CONFIDENTIALITY AND GDPR DATA PROTECTION

By submitting the application, the company consents that the content of the application form will be shared with AIBC EUROCLUSTERS partners. The privacy policy is available [here](#) as well as linked in the application form.

AIBC EUROCLUSTERS consortium has the right to use non-sensitive information relating to the activities, materials and documents received from the beneficiaries for policy, information, communication, dissemination and publicity purposes – during the project implementation and afterwards. All this information will be included in the sub-grant agreement that will be signed by the beneficiary and a partner of AIBC EUROCLUSTERS.

## 9. ANNEX: SME checklist

In order to submit a complete application to [AIBC EUROCLUSTERS OPEN CALL FOR PARTICIPATION TO INTERNATIONAL EVENTS](#), SMEs must present the following documentation:

1. Application Form.
2. CV from the staff participating to the event.

All the call related information is also available here: <https://piemonteinnova.it/bandi/aibc-euroclusters-open-call-for-participation-to-international-events/?lang=en>

All documents can be downloaded at this link: <https://piemonteinnova.it/wp-content/uploads/2023/06/AIBC-International-events-application-form.docx>