



# Call for Expressions of Interest FAQ



**EU4Business**



**EUROCHAMBRES**

# EU4BUSINESS: CONNECTING COMPANIES

## Call for Expressions of Interest: FREQUENTLY ASKED QUESTIONS

[ Updated on June 26, 2020 ]

### Introduction

This document has been produced with the questions received through the project's contact email ([eu4bcc@eurochambres.eu](mailto:eu4bcc@eurochambres.eu)), during the networking sessions, and during the presentation of the call for expressions of interest. Please note the project team is not allowed to give answers to questions by email and this is the reason why this FAQ document has been created.

The FAQ will be updated on a weekly basis to add the questions received after the publication of the first edition. EUROCHAMBRES project team will continue adding questions and answers until Tuesday, June 23 and the last version will be published on Friday, June 26.

The new questions that will be introduced in the following weeks will be identified with [ **NEW** ] so that users can easily pinpoint those new queries at one sight.

### FAQ

[ **NEW** ] **Question:** *Are there any guidelines available on how to prepare the proposal?*

**Answer:** There is not a document called "guidelines" as such, however, all the necessary information on how to prepare the proposal (composition on the consortia, desired targets, implementation approach, budget preparation....) can be found in the annexes of the call that have been published on the page of the call. On the same page of the call you can also find the general clarifications published on the 24<sup>th</sup> of June 2020.

**Question:** *Can the same consortium submit 2 proposals in 2 different sectors?*

**Answer:** Yes, as long as each of the participants of the consortium takes part in a maximum of 2 applications in 2 different sectors. If one of the participants is involved in 3 proposals, none of the submitted proposals will be evaluated.

**[ NEW ] Question:** *Can a Chamber be involved in 2 project proposals as a lead partner?*

**Answer:** Yes, as long as the 2 proposals are targeting 2 different sectors.

**[ NEW ] Question:** *What is the difference between BSOs and affiliated entity? What is the role of affiliated entities?*

**Answer:** BSO - business support organisation - can be a chamber of commerce or a different entity. Affiliated entity refers to the relationship/connection with EUROCHAMBRES (part of our network).

**[ NEW ] Question:** *Is it compulsory to have affiliated entities in our project?*

**Answer:** The call requires each applicant consortium to be formed by at least two CCI (one from EU and one from EaP countries). This first call is only opened for CCIs that have ties with EUROCHAMBRES, being affiliated entities to our network.

**[ NEW ] Question:** *Is it allowed to identify more affiliated entities during the project implementation (if they fulfill all criteria)? Or all of them should be explicitly mentioned during this application stage?*

**Answer:** All the affiliated chambers shall be explicitly mentioned in the proposal during the application process. The number of partners needs to meet the requirements of the call.

**Question:** *When filling the description of affiliated entity in Annex A-2, which is type of affiliation would a CCI need to consider?*

**Answer:** In this section each participating CCI needs to specify which kind of relationship links the organisation with EUROCHAMBRES.

**Question:** *Did we understand correctly that one organisation cannot be in two different consortiums with same "sector". So one organisation can be maximum only in two consortiums with 2 different sectors?*

**Answer:** The understanding is correct. One organisation can be part of 2 different consortia but in 2 different sectors, for instance: A CCI can participate in a consortia focused on wine and in one focused on bio-/organic food. If the same CCI participate in 2 consortia focused on wine, the applications of the 2 consortia where the CCI participated will be disqualified.

**Question:** *Can the same applicant submit 2 proposals in the same sector?*

**Answer:** The same applicant cannot submit more than 1 proposal in the same sector. The same chamber can take part in two proposing partnerships in two different sectors. If the same chamber takes part in 2 different proposals in the same sector, the proposals will not be evaluated.

**[ NEW ] Question:** *Does each member of the future consortium need to register into the submission system?*

**Answer:** No, only the leader of the consortium needs to register. The documents will have to be uploaded by the consortium leader, just like in any other application for EU projects.

**[ NEW ] Question:** *Is it requested to sign a power of attorney or a partnership agreement among the partners of the consortium? Is ECH providing a format?*

**Answer:** The submission of a proposal only requires to complete and upload the annexes provided on the project's website. No additional agreement or Power of Attorney is required at this stage. However, the members of each consortium are free to sign letters of mandates, pre-agreements, etc. internally, if they deem it necessary, but these documents don't need to be submitted through the system.

**Question:** *How do you advise to create a consortium in the Creative Industries sector, shall it be more transversal or more focused on one specific activity?*

**Answer:** There are no guidelines in this regard. The CCIs are free to shape the proposal as they want, it could be more generic or more specific. The proposal and the way it is shaped has to be logic, fully justified and consistent.

**[ NEW ] Question:** *How should I proceed if I do not receive the registration link?*

**Answer:**

- Check the inbox of the email used for registration
- Check the spam
- Once you find the link, please click on it to VALIDATE your registration

For more info on the process you can also check the slides (presentation of the call) which are published on the page of the call (please click [here](#) for direct access to the page of the call).

**[ NEW ] Question:** *I have started drafting the submission, but when saving the system did not send me the new link by email. How should I proceed?*

**Answer:** If you saved your draft before leaving the submission system, the system has saved your modifications. To enter the system again you need to click on the link received when your initial registration has been done (the validation link). This will bring you to your – in progress – submission. You can also check the slides from the presentation of the call. They are published on the page of the call (<http://connectingcompanies.eu/index.php/calls/>)

**[ NEW ] Question:** *How can we foresee the actions and how can we better implement study visits? What is the role of the consortium?*

**Answer:** The Consortium will not directly implement any study visit/twinning/business to business matching. For the role of the consortium, please see the general clarifications published on the page of the call: <http://connectingcompanies.eu/index.php/calls/>.

**Question:** *Do we understand correctly: In one large project there are now 2 projects: for 11 events 60,000 euros and for 59 events for 3.5 million euros?*

**Answer:** There is only one single project (EU4Business: Connecting Companies) which will be supporting 59 events/activities in total. The distribution of the events per sector is as follows:

- 12 activities in the Bio/organic food sector
- 11 activities in the Wine sector
- 12 activities in the Tourism sector
- 12 activities in the Textile
- 12 activities in the Creative industries sector

Summing up the above 5 lines takes us to a total of 59 activities. Each activity will be financed with a max. of euro 60.000,00. If there will be proposals submitted for less than 60.000,00 euro, the remaining amounts can be used to further finance additional activities.

**Question:** *How many actions should the Consortium organize in each sector?*

**Answer:** The indicators to be achieved per action should, at least, reach the following:

- Wine consortium: a minimum of 11 act. (maximum amount of 60.000,00 euro per grant)
- Bio/organic food, tourism, textiles and creative industries: a min. of 12 act. (at a max. of 60.000,00 euro per grant)

**Question:** *Do we need to register in PADOR?*

**Answer:** Yes, the European Commission requires every member of the Consortium to be registered in PADOR and this will be verified during the evaluation process. If any of the applicants (lead applicant or consortium member) will not be registered in PADOR, the entire consortium will be excluded.

**Question:** *I know that it is a requirement to be registered ion PADOR. Our organisation is registered and has number. But we have done it perhaps 5 years ago so probably it needs an update. Unfortunately, the EU web page structure was changed and I cant't find the area of registration in PADOR. Could you please send me a link where I could check the status of our registration and update the information.*

**Answer:** You can access the PADOR registration / sign up page by clicking [here](#). PADOR has now a dedicated app that can be downloaded by users directly from the signing website for a quicker and easier use. Additionally, all the information regarding PADOR, the European Online registration services, can be found by clicking [here](#).

Last but not least, the European Commission Authentication Services has a dedicated helpdesk to clarify any question regarding PADOR registration. For external users the contact email is the following: [EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu](mailto:EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu).

**Question:** *Do I need to register in the system?*

**Answer:** Yes. You need to first register in the submission system. In order to register you need to access the submission website (<https://submissions.connectingcompanies.eu/>). There is a link also from the website of the project (<http://connectingcompanies.eu/index.php/calls/>). Required information includes: Name, surname, organization, and mail address. Once the registration is submitted, you will receive a verification email with a link to complete the registration. When this step is completed the application of the call can be started.

**Question:** *Is the call opened only for the National Chambers?*

**Answer:** Regional and local Chambers from the network of EUROCHAMBRES can also participate in this call.

**Question:** *Are regional chambers eligible for this call?*

**Answer:** Yes. Regional and local Chambers from the network of EUROCHAMBRES can also participate in this call.

**[ NEW ] Question:** *Regional Chamber is a member of its National Chamber, who is a EUROCHAMBRES member. Is the regional chamber eligible to participate?*

**Answer:** Yes. The same logic applies for local chambers.

**[ NEW ] Question:** *I am a bilateral chamber. Can I take part in the call for Expressions of Interest?*

**Answer:** No, this call for expressions of interest is restricted to our network of chambers, at national, regional and local level. The call for proposals (to be issued indicatively in December 2020) will be open to all BSOs (Business Support Organisations).

**Question:** *Should the European Chamber (main partner) be a member of the Association of European Chambers?*

**Answer:** In this first call for Expressions of Interest, the answer is Yes. All the chambers who wish to apply need to be part of the EUROCHAMBRES. However, this won't be a requirement in the second call that will be published at the end of the year/beginning of next year.

**Question:** *Are associations of CCI that are individually affiliated members of EUROCHAMBRES eligible to be a partner in a consortium for the EU4BCC call?*

**Answer:** The call of expression of interests is aimed at any EU or EaP CCI which can demonstrate a structural link with the applicant which is EUROCHAMBRES. Consequently associations of CCIs as such are not eligible, however, individual CCIs that are members of any other wider association that are interested in participating in the sectorial consortia can submit their applications, however the structural link should be between the individual CCI and EUROCHAMBRES.

**[ NEW ] Question:** *We are a sectoral association of businesses operating in one of the sectors. Can we take part in this call for expressions of interest if we create a partnership with chambers in your network?*

**Answer:** No, this call for expressions of interest is restricted to our network of chambers, at national, regional and local level. All members of the consortium need to meet the requirement of the call indicating each member needs to be part of the EUROCHAMBRES' network. Should the consortium be formed in a different manner than the one indicated, the proposal submitted will be disqualified and therefore not assessed. The call for proposals (to be issued indicatively in December 2020) will be open to all BSOs (Business Support Organisations).



**Question:** *Will the application form be in duplicate, project 2? And will there be instructions for each?*

**Answer:** If you refer to the possibility of having one chamber of commerce submitting two different applications for two consortia, yes, the whole application procedure will have to be done twice, one with each consortium.

If you refer to the possibility of participating in the second call that will be published later on in 2020, the instructions and information will be published on the project's website and on social media at the right juncture. However, chambers of the five selected consortia won't be eligible to participate in the second call.

**[ NEW ] Question:** *Should we develop a special online platform for submission of the proposals for the subgrants? Or it depends on our decision how to organize the call?*

**Answer:** The second call for proposals will be published on EU4BCC website and the submission of proposals will be centralized through a submission system connected to this platform.

**Question:** *Upon Annex A, who can be authorized representative signing the expression of interest and also the following 1st and 2nd representatives?*

**Answer:** The authorized representative is the legal representative of the lead CCI. Annexes 4 and 5 have to be signed by the authorized person of each applicant CCI.

**Question:** *Eleven events for how long?*

**Answer:** The timeline to implement activities is 20 months starting from the date of signature of amendment of the EU Grant contract (foreseen date October 2020). Please note that 11 events are for the wine sector, the other 4 sectors shall include 12 events each.

**Question:** *Would we selected consortia be allowed to restrict the call only to specific groups for instance, local chambers as BSOs, or would we be obliged to follow an open call procedure inviting any BSOs and SMEs to apply?*

**Answer:** The call for proposals to be issued by each Consortium (indicative time late 2020) shall be public and open for all EU and EaP BSOs and SMEs.

**Question:** *Is it possible to connect a business in the first project? or only Chambers with Chambers work?*



**Answer:** The purpose of the first call is to identify specific entities into the EaP and EU countries to monitor the implemented actions in each sector, to do the reporting, etc. and, as such, it is only opened for chambers of commerce from EU and EaP countries. The second call is expected to be launched in late 2020/beginning of 2021 and will be open to all EaP and EU BSOs and SMEs.

**Question:** *Could you please explain what results must be achieved after project implementation?*

**Answer:** The main indicators can be found into the Logical Framework (Annex 7). They include the following targets:

1. Increase competitiveness of the selected sectors across the EaP countries
2. Increase the business contacts/networks:
  - a. 40% increase (12 BSOs), at least 5 BSOs from EaP and their counterparts in the EU
  - b. At least 40 SMEs per sector from EaP involved in the matchmaking
3. Sectorial networks of EU and EaP BSOs and SMEs to foster further collaboration: At least 150 BSOs/SMEs per sector, including members of board of experts, sector consortia, twinning partners and SMEs (by end 2022)
4. Enhance capacity of EaP sectorial BSOs to represent and support their member SMEs:
  - a. At least 12 BSOs are mobilized, trained and institutionally strengthened to provide better services
  - b. Minimum 3 new relevant services are developed and offered by BSOs
  - c. Minimum 10% increase in their membership
5. Establish partnerships between EaP and EU BSOs to increase international trade and support SME internationalization:
  - a. At least 3 MoU or other agreements signed between EU and EaP BSOs
  - b. At least 4 B2B matchings
  - c. At least 4 Study visits
6. Increase number of EaP SMEs collaborating with EU/EaP SMEs:
  - 20% of the SMEs accessing the BSOs services
  - 30% of the SMEs are women-led
  - 20% of the SMEs are in rural areas
  - 60+ business meetings organized
  - At least 8 promising partnerships created
  - At least 5% of SMEs increase their trade flow

7. Increase awareness/understanding among EU enterprises on trade environment and sectorial opportunities in EaP countries:

200 SMEs reached per country

9 testimonials or success stories to be shared on Social Media channels

**[ NEW ] Question:** *Are the participants applying now (applicant and partners) allowed to take part in the activities (11 or 12 activities, depending on the sector)?*

**Answer:** The members of the selected Consortia are not allowed to participate in the second call for proposals. Their responsibility will be to monitor the implementation of the activities together with EUROCHAMBRES.

**[ NEW ] Question:** *How many BSOs should receive financial support? One per activity (12 and 11 for the wine sector)? Is it allowed one BSO to receive funding for more than one activity?*

**Answer:** This is not related to this first call but to the second which will be published by the end of the year. The necessary guidelines and instructions will be published at the right juncture on the project's website and consortia will be shaping the call together with EUROCHAMBRES and under the supervision of the EC.

**[ NEW ] Question:** *Who should implement the main activities (11 activities for the wine sector and 12 for the others)?*

**Answer:** The implementation of the activities will be handled in the second call for proposals (to be published by the end of 2020). The current call is targeting the 5 sectorial consortia that will be monitoring those activities.

**[ NEW ] Question:** *Could you please confirm the distribution of the activities (11 for the wine sector, 12 for the others) among the three different types of activities?*

**Answer:** The activities are expected to be distributed as follows:

1-2 BSOs study visits to European countries with around 20 relevant participants (10 from EU and 10 from EaP countries)

5 Business meetings with around 80 relevant participants (40 from EU and 40 from EaP countries)

4+ BSO supported through twinning

**[ NEW ] Question:** *Is the consortium in charge of the implementation of the projects or only their selection and monitoring? In the call it is indicated that the consortia have a role in publishing the call for applicants, pre-selecting the projects, and monitoring the projects by sector. Therefore, it seems that the consortia are not involved in the implementation of the projects (i.e. the consortia does not organize the events, the matchmaking, etc...), so why is it requested in the concept note to indicate the expected outputs of these actions in terms of number of companies, number of b2b, etc.?*

**Answer:** Each consortium is responsible for the activities of each project, including the launching of the second call for proposals, the selection of the beneficiaries, the monitoring of the activities and the financial and technical reporting. The activities won't be implemented by the consortium but by the final beneficiaries. However, the Sectorial Consortium should ensure that the expected outputs of the actions are met. They should shape the call, monitor the activities, check the reports, etc. keeping an eye on the Key Performance Indicators.

**[ NEW ] Question:** *In the logical framework (Annex 7) we have set indicators: at least 4 B2B meeting and at least 4 Study visits. While in the set activities there are 2 BSOs study visits + 5 Business meetings. Could you please clarify?*

**Answer:** The logical framework mentions the following result chain: "Partnerships between BSOs from the EaP countries and EU established to increase international trade and support internationalisation of their member SMEs" in order to quantify this result (goal) the target is: a) At least 3 MoU or other agreements signed between EU and EaP BSOs b) At least 4 B2B matchings and c) At least 4 Study visits **and / or twinnings**.

While the a)1-2 BSOs study visits, b) 5 Business meetings and c) 4+ BSO supported through twinning, relates to the desired distribution of the activities in the proposal and is consistent with the requirement of min. 11 actions in the wine sector and min. 12 actions in all the other sectors.

We have updated the Logical framework inserting the part in red.

**[ NEW ] Question:** *Is it allowed to have online events?*

**Answer:** It is not forbidden to have online meetings or events. However, the core activities (see the general clarifications) are expected to be designed, budgeted and implemented as face-to-face activities. Monitoring, for instance, cannot be budgeted as an online activity.

**[ NEW ] Question:** *At least 12 BSOs should be mobilized/ trained, etc. in order to provide better services. Does it mean that we are allowed or we should foresee additional activities, different from the mentioned 11/12 compulsory activities (for example trainings to be implement the applicant and partners applying now)?*

**Answer:** If you make reference to the logical framework (Result Chain: Capacity of EaP Sectorial BSOs enhanced to represent and support their member SMEs), the answer is no. The indication to mobilize at least 12 BSOs refers to the fact that, after the implementation of the activities in one sector, the indicators should show the specific goals are attained (and, among these goals, the one specifying that at least 12 BSOs mobilized, trained and institutionally strengthened to provide better services.).

**Question:** The main project indicator is implemented activities or partnership agreements?

**Answer:** The project indicators are explained in the answer above.

The distribution of activities leading to the indicators above explained requires to include the following:

- 1-2 BSOs study visits to EU countries with ± 20 relevant participants (10 from EU + 10 from EaP countries)
- 5 Business to business matching with ± 80 relevant participants (40 from EU + 40 from EaP countries), leading to 20 promising partnerships and business cooperation (contracts, subcontracts, investment etc. signed)
- 4+ BSOs supported through twinning to provide new or better services.

**[ NEW ] Question:** *who is the main responsible for implementing and achieving the set targets in Annex 7?*

**Answer:** The responsible party is the sectorial consortium (who shapes the call for proposals, pre-assesses the proposals and monitors the implementation of the activities).

**[ NEW ] Question:** *We are writing a proposal in the wine sector and we should foresee 11 activities. Therefore we suppose that in “Annex 7 - Logical framework” we should provide support to 11 relevant BSOs instead of the mentioned 12 BSOs, is this assumption correct?*

**Answer:** The Result chain “Capacity of EaP sectorial BSOs enhanced to represent ad support their members” has three indicators a) number of EaP BSOs participating in twinings, b) number of sector-specific services developed based on strategic recommendations, and c) % of increase in membership. The target of 12 BSOs are mobilized refers to the indicator a) and as such is the same for every sector, regardless on the number of activities that will be organised.

**[ NEW ] Question:** *In “Annex 7 - Logical framework” there is a target for 12 Subgrant reports (BSOs) which is impossible for the wine sector. Could you please specify?*

**Answer:** The target should be min. 11 for the wine sector. The Consortia preparing a proposal for the wine sector can indeed be able to finance more than 11 actions if the activities to grant do not require the entire max. amount of 60.000 euro per action. If you save 10 k from, let us say, 4 actions, and have 40 k available, you can proceed in financing a 12th action.

**Question:** *Will advances for events be allocated?*

**Answer:** There will be an advance payment. Each consortium will receive a pre-financing, but it will not be for a specific activity (i.e. events, as you mention in your question).

**Question:** *With regard to the budget envisaged for the consortia, which are the rules related to reporting of staff costs: lump sum / forfait or specific reporting based on timesheet and gross salary?*

**Answer:** EU4BCC is a grant contract and, as such, the budget is based on real cost: real staff cost reflected on salary sheets and timesheets.

**[ NEW ] Question:** *Do the Consortia have to anticipate payments to the beneficiaries of the activities?*

**Answer:** No, EUROCHAMBRES will pay the final beneficiaries of the activities directly.

**Question:** *Do we have to fill up two different budgets when submitting 2 different applications for 2 sectors?*

**Answer:** Yes, in the event you want to participate in two different consortia, the whole application (from Annex A to Annex C) will have to be redone and re-submitted.

**Question:** *Can a B2B meeting be organized during a study visit? (SMEs or BSOs come for a study visit and have B2B meetings afterward)?*

**Answer:** In principle no. Every activity should have her own budget and travel. However, this does not concern this call, as the Consortia will not be financing the activities from the budget of the consortium (i.e. from the budget you are now shaping).

**Question:** *Will the B2B meeting of BSOs be defined as an activity? Or only SMEs B2B meetings are considered as appropriate?*

**Answer:** Business to business matching have been designed to enhance SMEs business contacts and trade opportunities, i.e. has SMEs as target final beneficiary.

**Question:** *Depending on the coronavirus pandemic in the second phase, is it possible to organize online B2B meetings (for example through B2Match or other systems)?*

**Answer:** Each Consortium should plan its budget considering only face-to-face and on-site monitoring activities.

**[ NEW ] Question:** *Is there a requirement where the study visits will take place in EU? In the project partners' EU countries or in other EU countries (for example in a country where an exhibition/ conference in the sector will take place, anywhere in Europe)?*

**Answer:** For the moment you cannot know where the activities will take place. You have to work with averages, as indicated in the budget (part in purple).

**[ NEW ] Question:** *Our project should achieve abt. 40% increase of the 12 BSOs internationalization and export capacities and capacities to access new markets. They should be measured through initial survey and survey after 30 months. Who is responsible for this activity?*

**Answer:** The responsible party is the sectorial consortium. EUROCHAMBRES has already implemented the initial survey (results in the Annex 1 and 2 to the General inception report published here: <http://connectingcompanies.eu/index.php/reports/>). The second survey will be launched by EUROCHAMBRES, but consortia will need to ensure participation of BSOs and SMEs.

**Be careful:** The result mentioned in the logical framework says “support sectorial BSOs to enhance EaP SMEs internationalization, export capacities and access to new markets” and the related targets are: a) **40% (12 BSOs)** increase of business contacts, b) at least 5 BSOs from EaP and their counterparts in EU involved in the action and c) at least 40 SMEs per sector from EaP involved in the matchmaking.

**[ NEW ] Question:** *In page 2 of the format of the concept note, it is requested to detail how the reporting will be implemented. Is the consortium also in charge of the financial reporting of the single projects? During the presentation call, it was explained that financial management will be in charge of ECH only. Please advise.*

**Answer:** The sectorial consortium is responsible for the financial and technical reporting of each of the activities. EUROCHAMBRES' task in this regard is to: collect the reports from each consortium, ensure the

provided information is complete and accurate and consolidate the reports for the EC. For more details see the general clarifications published on June 24<sup>th</sup> 2020: <http://connectingcompanies.eu/index.php/calls/>

**[ NEW ] Question:** *Does the total amount of 232 800 EUR foreseen for the project include the support to 3rd parties?*

**Answer:** No, financial support to third parties is handled and paid directly by EUROCHAMBRES so this amount does not have to be considered in your budget.

**[ NEW ] Question:** *Where we should add (in which line of the budget template) the travel costs for the participants in the study tour?*

**Answer:** The travel costs for the participants in the study group is *financial support to 3rd parties*. This shall not be included in the budget of this call which shall only consider the monitoring of the activities that will be financed by the second call. However, the current call (Call for EOI) budget should consider the travels of the allocated employees that are implementing the project.

**Question:** *Are SMEs travel costs being eligible to include in the budget?*

**Answer:** The SMEs are not allowed to participate in this call for expressions of interest. Their travel costs might be considered into the call each consortia will issue (indicatively in late 2020). The question received therefore does not concern this call and the budget of the current potential applicants (i.e. CCI's submitting a proposal for the current call for expressions of interest).

**[ NEW ] Question:** *There are indicative amounts in the budget template. Are they just an example and we should ignore it or take it into account while preparing the budget? (For example, for visibility actions the amount in the template is 25 000 EUR, does it mean that we should not foresee lower or exceed this amount )?*

**Answer:** The amounts shown in the budget are estimations based on the activities to be implemented. The total amount of each budget line has to be respected meaning that you can propose lower amounts than indicated but not higher amounts, otherwise the proposal would be considered non-eligible.

**[ NEW ] Question:** *Is it allowed to add additional lines to the budget template?*

**Answer:** Yes, additional budget lines can be added, as long as the costs are eligible and total cost does not exceed the total amount of each budget line.



**Question:** *Could you please describe definition Business support organizations (BSO)? It includes only chambers or it can be other organizations?*

**Answer:** The definition of BSO provided by the EU includes the following organisations: “*sector business and trade associations, sector departments within the Chambers of Commerce and Industry and other trade support institutions, quality management institutions (including laboratories), sector-specific consulting companies as well as other formal and informal establishments supporting the sector*”.

**Question:** *What is the percentage of indirect cost to consider when preparing the budget?*

**Answer:** No indirect costs are foreseen.

**Question:** *Is there an optimal number of staff members?*

**Answer:** There is not an optimal number of staff to allocate. The number of employees depends on the amount of tasks, assigned staff and estimated time that each employee will dedicate to the project. It is important to ensure that the number of person-days and the intended activities are aligned and coherent. Please note that we will only allow for employment contracts, so in-house consulting contracts will not be accepted as staff costs.

**Question:** *Is there any recommendation on how to split the budget between the applicant and co-applicant(s)?*

**Answer:** There are no guidelines. The budget shall be split based on the tasks and person-days allocated to each applicant/co-applicant.

**Question:** *Can a Chamber use as a contribution its office, conference halls, transport and utilities?*

**Answer:** No, since this are considered contribution “in kind” and this type of contributions are not accepted in this call.

**Question:** *Is there a limit of travels per action?*

**Answer:** The travel is limited in the budget at 11,600 euro per sector. Keep in mind that we expect the applicants to include at least 1) 12 (11 for the wine sector) monitoring visits and 2) two trips to Brussels for the kick off and the final conference.

**[ NEW ] Question:** *With regard to the budget, does ECH transfer the funds to the leader (that will transfer the funds to the other partners) or to all the involved partners directly?*

**Answer:** ECH will pay the pre-financing to the Consortium leader. The leader will then distribute the pre-financing to the partners in the consortium.

**Question:** *Could you please explain what results must be achieved after implementation of activities? The main indicator is to organize 12 activities leading to 20 partnership agreements? Or all of those mentioned in the logical framework?*

**Answer:** The main indicators have been defined in order to evaluate the level of success of the actions implemented by each consortium and they can be found into the Annex 7 - Logical Framework. They are also explained above (see previous answers).

**Question:** *Could you please explain this line: leading to 20 promising partnerships and business cooperation (contracts, subcontracts, etc.)? Does this mean that after matchmaking companies must achieve 20 contracts and it will be one of the project indicator? Why in the logical framework I found at least "8 partnerships created"? What number of contracts should be reached after the implementation of the activities?*

**Answer:** "5 Business meetings with ± 80 relevant participants, leading to 20 promising partnerships and business cooperation (contracts, subcontracts, etc.)" refers to the same indicators, explaining it better:

- At least 8 promising partnerships (commercial contracts, subcontracts, etc.);
- At least 12 business cooperation (temporary contract, investment agreements, joint advertising agreements, agreements to improve own quality processes, etc. - any other concrete type of business cooperation the two SMEs can find).

**[ NEW ] Question:** *As per Annex 7, another set target are the 150 BSOs/SMEs of the sectorial networks created. This should be measured by Management information system and website visitors. This means that we should create them under the project. Is there a maximum amount we should not exceed and can we include them in line 6 – Other costs in the Budget template?*

**Answer:** No, the management information system will be the same as EUROCHAMBRES is currently using, there is no need to include this item into the budget.

If you refer to the networks, indeed they need to include at least 150 BSOs/SMEs per sector, sectoral experts, the members of the consortia, etc. You should insert into the proposal ideas on how to create and increase these networks, and on how you can write the call for proposals for the final beneficiaries in such a way that they can help you reach this target and prove you have reached it.

**[ NEW ] Question:** *Do you have any specific requirements for the Management information system?*

**Answer:** No, the management information system will be the same as EUROCHAMBRES is currently using.

**[ NEW ] Question:** *Is there a minimum amount for the subgrants? For example can we provide grant of total EUR 40 000 to 5 BSO (8000 euro per BSO) in order to implement these activities (11 for the wine sector, 12 for the others)?*

**Answer:** The amount of the financial support to 3rd parties is not the object of this call. The numbers provided in the financial support are indicatively for you to know how many activities you will have to monitor. The object of the call is the monitoring of the activities, not their implementation. The financial support to third parties is handled and paid directly by EUROCHAMBRES, and as such, this amount does not have to be considered in your budget.

**[ NEW ] Question:** *Could you please confirm that the total budget of the project should not exceed 232 800 EUR (co-financing including)?*

**Answer:** Yes, the total eligible cost of the actions is 232 800 euro per sector, co-financing included.



**Thank you for your time and look forward to  
cooperating with you!**

**EU4Business: Connecting Companies Team**



**EUROCHAMBRES**