

STUDY VISIT FOR THE TEXTILE SECTOR

Questions and answers

We have established this document to incorporate the questions received from applicants. The document will be regularly updated by adding both the received questions and their corresponding answers. We recommend that applicants check this document regularly to stay informed.

Question 1: How costs should be reported? Should personal costs be included, too?

Answer 1: In the proposal, applicants are required to present a detailed budget showing all the necessary costs to successfully implement the activity: Hotel, travel, meals, local transportation, room rental... However, the reporting that is expected at the end of the activity will only require the subcontractor to provide the following:

- Technical report explaining the activity.
- scanned copy of the boarding passes of the participants (or certificate on boarding pass loss).
- One single attendance list with signatures of all the participants.

Question 2: Is it mandatory the renting of a stand for the participants?

Answer 2: yes, It is necessary to include a shared stand in the fair, so that participants can showcase their products.

Question 3: Can the B2B meetings take place outside the fair, as both Organic Food Iberia and Torino Fashion Week already offer brokerage events for exhibitors and visitants?

Answer 3: Applicants are free to choose where the B2B meetings will take place. It could be either in the grounds of the international conference or at a separate venue.

Question 4: who will be the partner in charge of selecting the beneficiaries from those EaP countries?

Answer 4: The selection of the participants is the responsibility of the chosen subcontractors. Eurochambres/EU4BCC team can support the recruitment process by reaching out by email to the final beneficiaries of the project and through social media channels. However, the applicant shall prepare the call for proposals procedure including the timeline, selection criteria, and platform to gather the expressions of interest.

Question 5: Can you clarify this question as I do not understand which team you are referring to and what do you mean with support facilities: A description of the support facilities (back-stopping) that the contractor will provide to the proposed team during execution of the contract.

Answer 5: It refers to the overall ability of a service provider to properly manage the project and mitigate any possible risks. For example, it could include, 1) administrative support – it could be available office space, administrative staff who could take over some tasks in case the core staff is absent, database of the experts, logistical support (e.g. travel arrangements, local transportation), etc. 2) technical support – any available tools, software, database required for the team to implement their tasks effectively; 3) communication support – it could include email distribution lists, access to video conferencing tools, project management software for communication between the team, etc. 4) quality assurance – available mechanism in the organisation to ensure that the team has delivered work as required in the Call for Tenders, results are properly collected and

reported, participants are satisfied, etc. E.g., how do you monitor the project implementation? Do you assign a specific person to check overall quality of the project implementation? Do you have regular management meetings? Do you use feedback questionnaires for the participants, etc.?) 5) risk management – refers to your ability to identify potential risks and suggest mitigation strategies.

Question 6: The preliminary online meeting with participants, by whom will it be organised? by TModa or Eurochambres?

Answer 6: It should be implemented by a service provider. The purpose of this meeting to get to know the participant, present them an agenda, requirements and expectation of the activity, go through the logistics and answer any possible doubts the participants might have. By the time of the meeting, a service provider should have a 'Participants' Guidelines' ready to present it. Eurochambres team will participate in this meeting and support the service provider when and if needed.

Question 7: Do I have to ask for approval for every post on social media or papers , according to your guidelines (logos etc..) ?

Answer 7: A service provider is requested to prepare a social media calendar with specific examples of posts and share it with Eurochambres for approval. The main purpose of this supervision is to ensure that the visual identity requirements of the project are respected and are in line with Annex 4 to the Call for Tenders: EU4BCC New Visual Identity Guide.

Question 7: Can I include in the budget/ costs to pay an assistant from March to July dedicated to specific tasks such as gathering information and general support to participants ?

Answer 7: Yes, such cost should be included in the HR category of the budget.

Question 8: Can I produce communication material such as: press articles dedicated to the project, roll up to be exhibited in the location, wall for photos, welcome kit etc to be inserted as costs ?

Answer 8: Yes, promotion and communication costs are eligible.

Question 9: Can you explain better What do you mean by success story with video as a deliverable requested in the final report ?

Answer 9: A short video in which one or various successful participant(s) explains about their experience in the project and the main benefits achieved.

Question 10: For fashion shows, photos and videos are already provided. Can I include an additional video covering the other activities (company visits and b2b and talk sessions and put the cost of the video operator for that task , in the budget?

Answer 10: It is up to a service provider what other promotional costs to include in the budget.