**EU4BCC: Connecting Companies**

**Reference: ENI/2019/411-865**

AnnEX 2: ORGANISATION AND METHODOLOGY

To organise the closing conference

# Rationale and Strategy (max. 3 pages)

This section should include the following elements:

* *General reflection on the Call for Tenders.*
* *Explain how you plan to carry out the activity successfully and discuss any key issues related to achieving the contract's goals and expected results.*
* *Show that you understand the elements mentioned in the Call for Tenders.*
* *Provide a list of tasks you think are needed to achieve the contract objectives.*

# Available resources and risk management (max. 4 pages)

This section should include the following elements:

* *Provide a list of team members: include their names, roles, and experience (please attach their CVs as annexes). Indicate if you plan to outsource any tasks.*
* *Describe the support facilities (resources, services, and infrastructure) that will be provided to the team during the contract execution.*
* *Explain your strategy for ensuring quality checks.*
* *Describe the risks and assumptions that could affect the execution of the contract (i.e., logistical challenges, low registration/attendance, high prices of tickets and accommodation...) and how you plan to minimise them.*

# *Programme and Agenda* (max. 3 pages)

This section should include the following elements:

* *The timing, sequence and duration of the proposed tasks, taking into account travel time.*
* *Promotion of the event locally and resources.*
* *Selection criteria of local participants.*