



BLUE_BOOST



Activity T3.3 - B_B Transnational Cross-Field Visits

**Guidelines for the selection of the participants to the
Blue_Boost Cross Field Visits Programme
Albania 13-14 November 2019**

Activity T3.3 - B_B Transnational Cross-Field Visits

The Blue_Boost Cross-Field Visits Programme is composed by a cycle of **7 transnational cross-field visits**, 5 beside the BLUE-BOOST SC meetings and Final Event and 2 as stand-alone actions:

1. Region of Apulia (Italy) – July 2018
2. Region of Central Macedonia (Greece) – November 2018
3. Region of Friuli Venezia Giulia (Italy) and 4. County of Zadar (Croatia) – February 2019
5. Regione of Western Greece – April 2019
- 6. Albania – 13-14 November 2019**
7. Region of Marche (Italy) – December 2019

They are shaped for “**in loco understanding**” of:

- innovation structures,
- successful showcases,
- initiatives of interaction and cooperation among local institutional/not- institutional innovation actors in favour of the focused traditional and emerging maritime sectors.

The 7 project areas can offer different, but complementary potential of transnational networking inspiring solutions and new concepts of transboundary and cross-sectoral fertilization, bench learning and best practices sharing. Therefore, the aim of the Cross-Field Visits Programme is to put into connection the different maritime stakeholders from the 7 Blue_Boost areas in order to concretely upgrade their international innovation cooperation capacity as far as to accelerate and facilitate their aggregation at local level.

Accordingly, the 7 regional visitor delegations are composed of:

- Project Partners;
- Observers Groups (Associated PPs)
- Institutional/not- institutional maritime clusters’ actors of the other project territories

The participants are selected by PPs – at local level - thanks to a public EoI and winners are awarded with “B_B” travel fiches. Observers Groups (ASS. PPs) participate at cross-field visits in Central Macedonia, Albania and Marche Region.

GENERAL CONDITIONS FOR THE SELECTION OF PARTICIPANTS

The Cross Field Visits should be considered as a granted service with an economic value providing benefits and potential advantages to the participants. Therefore, they have to comply with EU and national rules on public procurements and the basic principles of transparency, non-discrimination and equal treatment. A public procedure is needed for awarding the participation and, generally, it could be a direct invitation with a strong justification of the *ex ante* selection or an expression of interest with the related assessment of applications.

Project Partners should invite or select up to 4 participants for each CFV. It is allowed to take the same participants to more than one CFV even if it is strongly recommended to rotate the participants in order to involve, time by time, the most consistent stakeholders with the

specific CFV's topic and spread the benefits coming from the participation among the local institutional/not- institutional maritime clusters' actors as much as possible. The selection procedure can be run as a single call for all the CFVs producing a long list of participants to be assigned to the specific CFVs according to the related topics and/or availability or repeated time to time for selecting only the 4 participants to the specific CFV.

As far as the expression of interest is concerned, the assessment of applications could be based on CV or Profiles and possible interviews for the selection of the candidates. In the selection, particular attention has to be paid for ensuring equal opportunity, non-discrimination and equality between men and women.

It is recommended to publish the programme of the specific Cross Field Visits as attached to the call for the Expression of Interest specifying that, if not available at the time of the publication, the timing of the departures and the other information about the logistic is established and communicated only at the end of the selection.

• **REQUIREMENTS FOR THE APPLICANTS**

1. Private bodies (professionals included) or public bodies which core activities falls within the following list of sectors NACE codes:

BLUE GROWTH SECTORS	NACE
Biotechnology	72.11 Research and experimental development on biotechnology; 72.1 Research and experimental development on natural sciences and engineering;
Renewable Energy	35.11 Production of electricity
Coastal and Maritime Tourism	55 Accommodation; 56 Food and beverage service activities; 79 Travel agency, tour operator reservation service and related activities; 55.10 Hotels and similar accomodation; 55.20 Holiday and other short stay accomodation; 55.30 Camping grounds, recreational vehicle parks and trailer parks; 55.90 Other accomodation; 77.11 Renting and leasing of cars and light motor vehicles; 77.34 Renting and leasing of water transport equipment; 93 Sports activities and amusement and recreation activities; 93.29 Other amusement and recreation activities
Aquaculture	03.2 - Aquaculture; 03.21 – Marine aquaculture;
Mineral Resources	07.29 Mining of other non-ferrous metal ores; 08.1 Quarrying of stone, sand and clay; 08.9 Mining and quarrying n.e.c.; 09.9 Support activities for other mining and quarrying
BLUE ECONOMY SECTORS	NACE
Offshore oil and gas	06 Extraction of crude petroleum and natural gas; 09.1 Support activities for petroleum and natural gas extraction; 19.20 Manufacture of refined petroleum products;
Shipbuilding and Ship Repair	33.15 Repair and maintenance of ship and boats; 30.1 Building of ships and boats; 30.11 Building of ships and floating structures; 30.12 Building of pleasure and sporting boats
Sea shipping/Transport	50 Water transport; 50.10 Sea and coastal passenger water transport; 50.2 Sea and coastal freight water transport; 52.22 Service activities incidental to water transportation;
Fisheries	03.1 - Fishing ; 03.11 – Marine fishing;
Coastal Protection	91.04 Botanical and zoological gardens and nature reserves activities

Desalination	08.93 Extraction of salt; 10.84 Manufacture of condiments and seasonings
Marine aquatic products (Other)	21.20 Manufacture of pharmaceutical preparations;
Tourism/Leisure (Other)	68 Real estate activities; 91.02 Museums activities; 91.03 Operation of historical sites and buildings and similar visitor attractions; 77.11 Renting and leasing of cars and light motor vehicles; 77.21 Renting and leasing of recreational and sports goods; 81.30 Landscape service activities; 74.2 Photographic activities; 47.8 Retail sale via stalls and markets; 32.3 Manufacture of sports goods; 47.64 Retail sale of sporting equipment in specialised stores;
Biotechnology (Other)	72.19 Other research and experimental development on natural sciences and engineering
Fisheries (Other)	10.2 Processing and preserving of fish, crustaceans and molluscs ; 10.9 Manufacture of other food products n.e.c.; 46.38 Wholesale of other food, including fish, crustaceans and molluscs; 47.23 Retail sale of fish, crustaceans and molluscs in specialised stores; 13.94 Manufacture of cordage, rope, twine and netting;
Marine mineral mining/Aggregates mining (Other)	24.5 Casting of metals; 24.4 Manufacture of basic precious and other non-ferrous metals; 35.21 Manufacture of gas;
Utilities	42.2 Construction of utility projects; 42.9 Construction of other civil engineering projects; 36 Water collection, treatment and supply; 37 Sewerage; 52.10 Warehousing and storage; 82.92 Packaging activities
RESEARCH SECTORS	NACE
Research and Development	72 - Scientific research and development; P85.4 - Higher education
GOVERNANCE	NACE
Public administration	84 - Public administration and defence; compulsory social security

Since the single CFV could be focused on a particular sector, if the EoI (or direct invitation) is limited only to the specific CFV, the related selection of participants should be limited to the Private bodies (professionals included) or public bodies which core activities falls within the concerned NACE codes.

2. The applicant must have its headquarters or an operative branch in the region of the sending Project Partner.
3. The participants (applicant's representative) must have:
 - at least, eighteen years old at the date of submission of the application;
 - appropriate and valid documents for travelling in the hosting Country at the date of submission of the application and for the duration of the Cross Field Visit;
 - declaration by the legal representative of the applicant which gives a mandate to the participant for representing the applicant within the Cross Field Visits;
 - a good level of knowledge of English.

• SUBMISSION OF APPLICATIONS

1. Deadlines: for the admission to the selection, the sending Project Partner has to fix a deadline for the reception of the Application Form enclosed with this guidelines, in hardcopy or by e-mail (pdf format) according to Project Partner internal rules, with the signature of the Legal Representative, an identity document and the attachments foreseen in the list here below. Applications received after the date indicated in the call has to be excluded from the selection.
2. Documents to send:
 - Application Form describing the activities carried out in the sectors concerned and the motivation & expectations from the participation to the CFV. The Application Form must include the authorization for the treatment of the data and be signed.
 - Declaration by the legal representative of the applicant and scanned photocopy in color front and back of a valid identity document;
 - Scanned photocopy in color front and back of a valid identity document and other documents for travelling of the participant.

PHASES AND CRITERIA OF SELECTION

- **SUBJECT OF EVALUATION** – the sending Project Partner commission should evaluate the profile of the applicants and the motivation & expectations for participating to the Cross-Field Visit. The selection should take place according to the following procedure:
 - Analysis of the documentation with respect to:
 - existence of the formal requirements;
 - timing of the submission of the application;
 - contents and motivations expressed in the application form.
 - If the analysis of the documentation is not sufficient for defining a list, it is possible to proceed with individual interviews with the eligible candidates to further evaluate: motivations and expectations expressed to take part in the project - level of knowledge of one or more foreign languages - training and professional experience relating to the project topics. If the case, the list of candidates admitted to the selection, dates, times, locations of the interview should be published on the Project Partner website, in addition to the direct notification to candidates via e-mail. Candidates must have a valid identity document to make the interview.

At the end, the commission has to draw up a list of selected applicants that will be communicated to all applicants, as well as published on the Project Partner's website.

- **AGREEMENT WITH THE PROJECT PARTNER** - Each participant must sign an agreement with the Project Partner, according to his national and internal rules, with which undertakes to participate to the Cross Field Visit and the related tasks. The selected applicants has to receive a notice of acceptance containing the agenda of the Cross-Field Visit and a template to be filled in at the end of the visit to report its activities, the competence acquired, the possibility of transferring the same in their own contexts.

FINAL REPORT

Each participant organization has also to assume the obligation to draw, at the end of the experience, a final report based on the following format to be handed out by the management bodies of the announcement. Since the candidates should be fully informed about their obligations, it is recommended to publish the Final Report template as an annex to the call for the Expression of Interest (or the direct invitation) together with a clear indication about the deadline for its submission.

COSTS COVERED BY CROSS FIELD VISIT PROGRAM

The funding covers the cost for 1 participant for each selected applicant organisation, through the contribution of the ADRION Programme, including:

- Travel from the legal seat of the organization to the Cross Field Visit venue and back (business or first class is not eligible);
- Accommodation (5 stars hotels are not eligible);
- Meals if not provided by the hosting organization (Costs for alcoholic beverages are not eligible) ;
- Local transports (taxi is not eligible except when it can be demonstrated that no public transport was available at the time and place needed)

There is no fee to participants or any refund or recognition of the hourly cost to the selected organisation.

According to each PP's internal procedures or specific needs, the funding can be issued through a reimbursement of the incurred costs directly to the selected applicant organization or providing all the services listed here above for free through a travel agency appointed and payed by the sending Project Partner. The reimbursement of the incurred costs can be issued just through the presentation of the Reimbursement Form provided by the sending Project Partner with annexed the proof of expenditures (invoices, tickets, bills, etc.) in original copy.

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Blue_Boost Transnational Cross-Field Visits

**Application Form
for the selection of the participants to the
Blue_Boost Cross Field Visits programme
Albania 13-14 November 2019**

APPLICANT PROFILE	
Name of the Applicant	
Legal Status	
Type of Applicant (MSMEs, Professional, Sectoral agency, Interest groups including NGOs, Business support organisation, Higher education & research, International organisation under international law, Regional/Local public authority, Other)	
Address (if the legal seat is not in the Project Region, please provide also the address of the branch in the Project Region)	
Website, E-mail and Phone number	
VAT or other national identifying number (if no VAT number is provided)	
Core activities - NACE code	
Description of the products	

and services offered	
Technology applied	
Turnover in the last 3 years	
Number of employed people	
Participation to Clusters, Networks or Flags	
Quality Certifications	
Previous participation to local, national or international projects	
Legal representative name	
Legal representative contact (E-mail and Phone number)	
Participant name	
Participant contact (E-mail and Phone number)	
Role in the applicant organisation	

MOTIVATIONS AND EXPECTATIONS	
Main reasons for participating to the Cross Field Visit	
Main expectations from the participation to the Cross Field Visit	

Applicant's Declaration
for the selection of the participants to the
Blue_Boost Cross Field Visits programme
Albania 13-14 November 2019

The undersigned

Surname _____

Name _____

Born in _____ on _____

Living in _____

Address _____ nr _____ Postal code _____

Phone number _____ Mobile _____

e-mail _____

in my capacity as the **legal representative** of

Name of the applicant organisation _____

Address _____ nr _____ Postal code _____

Phone number _____

e-mail _____

website _____

VAT or other national identifying number (if no VAT number is provided) _____

Require

to be admitted to participation to the Cross Field Visit in _____ from _____ to _____

to this end Declare:

- All information concerning the participation of my organisation in the to the Cross Field Visit in _____, as enclosed in the application form, has been verified and it is true and correct;
- As far as the above mentioned Cross Field Visit and the related tasks are concerned, my

organization will be represented by:

Surname _____

Name _____

Born in _____ on _____

Living in _____

Address _____ nr _____ Postal code _____

Phone number _____ Mobile _____

e-mail _____

Role in the organization _____

- I give full mandate to (name and surname of the participant) to participate to the above mentioned Cross Field Visit for representing my organization;
- (name and surname of the participant) have the following level of knowledge of the English Language (mark with an X the level held for each type)

	Listening and reading	Speaking	Writing
BASE			
MEDIUM			
ADVANCED			

- (name and surname of the participant) have appropriate and valid documents for travelling in _____ (here in attachments) at the date of submission of the application and for the duration of the Cross Field Visit;
- The undersigned declares to have taken note of the notice/announcement and that, if selected to benefit of the Blue Boost Cross Field Visits programme, will draw at the end of the experience, a report on its activities, the competence acquired, the possibility of transfer the same in their own contexts, based on the format handed out by the management bodies of the this announcement.

Place and date _____

Signature _____



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Cross Field Visit Final Report
Albania 13-14 November 2019

1. First Name:

Last name:

2. Position:

3. Name of your organization:

4. Field of activity

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Fishery | <input type="checkbox"/> Biotechnology | <input type="checkbox"/> Coastal & Maritime Tourism |
| <input type="checkbox"/> Renewable Energy | <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Transport | <input type="checkbox"/> Offshore oil and gas |
| <input type="checkbox"/> Coastal Protection | <input type="checkbox"/> Desalination | <input type="checkbox"/> Utilities | <input type="checkbox"/> Shipbuilding and Ship Repair |
| <input type="checkbox"/> Research & Innovation | <input type="checkbox"/> Higher education | <input type="checkbox"/> Public administration | <input type="checkbox"/> Marine aquatic products |

5. Country:

6. Type of organization:

- SME
- Big Company
- University
- Research Institute
- Technology Transfer Organization
- Local/National Authority
- End-users Organization
- Cluster

7. Number of employees:

- 1-10 11-25 26-50 51-250 over 250

8. Turnover

- Non-profit organization
- 0 – 100 k€
- 100 k€ - 1 M€
- 1 M€ - 10 M€
- 10 M€ - 50 M€
- over 50 M€

9. Are you a Blue_Boost Project or Associated Partner?

- Yes
- No

If yes, please tick your corresponding box.

If no, please tick the box of the Project Partner which invites you.

- LP – CROATIAN CHAMBER OF ECONOMY / ZADAR COUNTY CHAMBER
- PP2 – UNIVERSITY OF CAMERINO
- PP3 – THESSALONIKI CHAMBER OF COMMERCE AND INDUSTRY
- PP4 – CENTRAL EUROPEAN INITIATIVE – EXECUTIVE SECRETARIAT
- PP5 – ALBANIAN DEVELOPMENT FUND
- PP6 – PATRAS SCIENCE PARK S.A.
- PP7 – APULIA REGION

10. Did you identify some good practices that you could reproduce in your activity or that could be implemented in your region?

Yes

No

If yes, please describe them:

What would be the barriers to overcome?

Would it be interesting for you to get some support to overcome these barriers?

Yes

No

If yes, what kind of support?

11. Did you identify any kind of potential collaboration with the experiences you got in touch during the Cross Field Visit?

Yes

No

If yes, please describe them:

