



# Call BEE NET

## Building European Export Networks

22 July 2019

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## 1. Foreword

This call is developed within the “BEE NET: Building European Export Networks” project, under the Call 282/G/GRO/PPA/18/10479, launched by the European Commission (EC) Directorate General for Internal Market, Industry, Entrepreneurship & SMEs.

This is a pilot project aimed at assisting European Micro, Small and Medium sized Enterprises (MSMEs) to develop, further expand or improve their international business by creating European Business Networks (EBNs) and enhance their capacity to exploit foreign markets for export purposes.

The project is carried out by an international consortium led by Sicindustria and composed by:

1. SicIndustria – ITALY (Project Leader)
2. Cambra oficial de Comerç industria i Navegació de Barcelona - SPAIN
3. Viesoji Istaiga Lietuvos Inovacijų Centras – LITHUANIA

The Consortium will operate in close collaboration with the Enterprise Europe Network (EEN) and other external Stakeholders.

The project has a duration of 24 months, from March 1st 2019 to February 28<sup>th</sup> 2021.

## 2. Objectives and purpose of the call for applicants

The objective of BEE NET project is to increase the capacity of European SMEs to go international by easing the cooperation among small groups of firms and improve their competitiveness.

Getting together, joining forces, and setting up European Business Networks (EBNs), based on a common Action Plan for internationalisation, they can achieve a better performance, enhance their visibility and better develop their internationalisation strategy and operations.

This cooperation will be formalised in a Network agreement/contract, aimed at committing the groups of SMEs in the implementation of relevant interactions, yet guaranteeing their autonomy and freedom of initiative.

This Call for EBNs will fund the 10 best EBNs, able to create synergies, implement actions and achieve results according to joint Action Plans for internationalisation.

Applications must be submitted by groups of 4 to 8 SMEs from at least 3 different EU countries and must contain:

1. Clearly expressed motivations and expectations;
2. Background of every company that will be part of the Business Network;
3. A joint Action Plan for Internationalisation and a summary of it. It will include the internationalisation strategy design background, the EBN differential value and competitiveness offer, resources (economical and HHRR) available for the short/long term expansion planned, level of external productive collaboration, etc.;
4. Amount requested to accomplish the joint Action Plan, considering that the maximum amount of EU financial support is €25.000 (90% of the eligible costs);
5. Medium-long term perspective and goals, that go beyond the specific activities developed during the pilot project.

Selected SMEs will sign a European Business Network Contract/Agreement that shows the sustainability of the business strategy.

### 3. Eligible entities

In order to be eligible and participate in the present call, companies should fulfill all the following requirements:

- a. Be European micro, small and medium size enterprises, from all business sectors, according to the definition of the EU recommendation 2003/361;
- b. Be established in a EU Member State;
- c. Have limited international experience, but have carried out internationalization activities at least in the past two years
- d. Have a good command of English
- e. Have submitted the Expression of Interest (EOI)/Registered through the web matching platform <https://bee-net.b2match.io/>
- f. Must possess the operational and financial capacity to implement the EBN Action Plan, documented by a self-declaration of the legal representatives of each SME participating in the Network concerning their annual turnover;

### 4. Exclusion Criteria

Applications will not be considered for a grant if the applicants are in any of the following situations:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. they have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f. they are faced with a conflict of interest;
- g. they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procedure or fail to supply this information.

**Applicants shall supply evidence that they exist as legal persons and that they are not in one of the situations listed above. For that purpose, applicants shall submit a self declaration on their honour as part of the application forms.**

### 5. Benefits for the Participant SMEs

A grant of €25.000 (90% of the eligible costs) will be provided to each European Business Network (EBN) selected in order to accomplish their joint Action Plan for Internationalisation.

BEE NET will help SMEs to:

- a) Access new markets and find new business opportunities helping them to exploit new opportunities in the Single Market, and Third countries through receiving growth oriented integrated business and innovation support services
- b) Learn how to benefit from a trustworthy cooperation based on BN contract (Joining forces and share experiences and resources). 9 live webinars in relevant internationalization and business networks topics will be organized
- c) Take advantage from the EEN services, by receiving support in the organization and participation in cross-border partnering activities and collaborating with other EEN partners not directly involved in the project by receiving tailor-made support and guidance from coaches and P2P mentors
- d) Acquire innovative skills and mindset to set up ambitious internationalization strategy
- e) Make easier for SMEs the access to finance

## 6. EU Funding Scheme Eligible costs

A grant of **maximum €25.000,00** will be provided for each European Business Network (EBN) for export, based on the **reimbursement** of actual costs incurred when implementing the supported activities.

The amount of EU financial support must not exceed €25.000 (maximum co-financing amount) per EBN (to be assigned to the SMEs being part of the network). The co-financing rate is up to **90% of the eligible costs**.

The support to EBNs can only be provided in the form of grants based on the reimbursement of actual costs incurred by the recipients when implementing their Action Plans.

## 7. Eligible costs

In order to be eligible for funding, costs should be actually incurred by the awarded EBNs and meet the following criteria:

- they are incurred during the duration of the Action Plan, as indicated in the grant agreement;
- they are indicated in the estimated budget of the Action Plan;
- they are necessary for the implementation of the EBN activities;
- they are identifiable and verifiable, filed in the accounting records of the members of the awarded EBNs, and determined according to the applicable accounting standards of the country where the beneficiaries are established, following the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Eligible costs may include, inter alia:

- a) **professional and /or consultancy services** for:
  - search for foreign operators / partners and assistance in organizing business meetings;
  - pre-feasibility and feasibility studies for the development of commercial networks, specialized distribution networks and after-sales assistance abroad;

- consultancy regarding international contracts, company constitution abroad, dispute management and credit recovery with reference to foreign markets, e-commerce, registration and / or implementation of industrial rights abroad (trademarks and patents);
- tax and customs consultancy on technical, legislative and procedural aspects related to import / export;
- financial advice that can be provided by specialized entities for assistance in accessing banking support for internationalization and for setting up companies abroad;
- advice on export credit insurance disbursed by specialized subjects;
- consulting on foreign product certifications;
- development of Marketing Plans for internationalization;
- creation and development of common brands for penetration into foreign markets;
- involvement of a Temporary Export Manager (TEM) who ensures the management and coordination of the internationalization project;
- Technical Expert to facilitate innovation, technology transfer and/or enhancement.
- legal and contractual assistance aimed at signing agreements with foreign operators;
- assistance for participation in tenders in foreign countries;
- strategic and commercial consultancy aimed at protecting new markets;
- selection of target markets; identification and selection of the customer profiles;
- scouting of new potential distribution channels and clients;
- participation in international fairs and related B2B meetings;
- organisation of incoming or outgoing missions;
- common brand, common catalogues, e-commerce.

These services must not be continuous or periodic, and must be considered outside the ordinary operating costs of the companies participating in the EBN, connected to regular activities such as tax advice, legal advice or advertising.

**b) Costs for international events and for activities aimed at developing the international dimension of the EBN or the launch of products, such as:**

- rental and setting up of the exhibition area for participation in international fairs (including any registration costs, fixed charges and fees based on the regulation of the initiative, design and assembly of the stand, handling and internal storage of materials and products with any and related insurance costs, costs for the supply of material assets (such as furnishings) that make up the stand, stand management costs: relating to personnel costs (employee or external such as hostess/steward) committed only for the time of presence in the stands, and costs for translators and interpreters);
- transport and insurance costs for materials and products used exclusively for promotional events included in the project;
- travel and subsistence of EBN staff for promotional events included in the project;
- rental and set up location for incoming, outgoing activities;
- costs for promotional actions with large retailers and organized distribution abroad and/or also in the form of temporary showrooms abroad;
- interpreting, hostess and equipment rental services;
- brochures, catalogues, informative material, in English and/or in the language of the target country of the internationalization project;
- travel, board and lodging of foreign operators;

- creation of websites in English, and/or in the language of the target country or adaptation of the existing site in English and/or into the language of the target country (the website, where envisaged, must be active and accessible at the time of reporting);
  - promotion on the reference markets (press, web and social network advertising);
  - costs for product certification/brand protection in the target markets identified in the functional project for export activities. These costs concern: preparation and translation of technical documents for the certifying body, transport and insurance of samples and technical documents to the certifying body, certification procedures
- c) **Brand design and development of logo and graphics of the EBN;**
- d) **Preparation and publishing, on-line and printing, of promotional material: EBN's products sheets, pricing lists, leaflets, web-pages, promotional brochures;**
- e) **Travel and accommodation costs for participating in the kick off meeting in Barcelona, in the final event in Palermo, events, conferences and international exhibitions, for max. 2 persons of the same SME.**

The expenses must be coherent with the implementation of the activities foreseen in the Action Plan for internationalisation.

The eligible costs must be detailed in a budget included in the Action Plan. The budget must be drawn up in euros.

Applicants, who foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm). Companies must submit all the evidences related to the expenses incurred, based on the rules stated in the contract signed.

Each EBN will prepare and submit a final technical report and a financial reporting to get the reimbursement.

Only EBNs that have reached at least one achievement (a Partnership Agreement/an Outcome from an Advanced Advisory Service leading to an improvement in terms of internationalisation/a Success Story) will receive the reimbursement.

In case EBNs cannot receive any achievement, they have to explain the reason why the Action Plan did not get to any significant impact. At that stage, all evaluators will decide whether the explanation justifies the grant or not.

All expenses will be recognized net of taxes.

Expenses related to the purchase of services in foreign currency (different from Euro) can be admitted for a value in Euros equal to the taxable amount for VAT, to be determined by applying the official exchange rate in the month of issue of the expense document.

Value added tax represents an eligible expense only if actually and definitively supported by the beneficiary. In the event that a beneficiary operates in a tax regime that allows him to recover the VAT on the activities he carries out within the project, the costs for which they are responsible must be stated net of VAT; otherwise, if VAT is not recoverable, the costs must be indicated including VAT. In cases where the beneficiary is subject to a flat rate regime pursuant to Title XII of the Council Directive 2006/112 / EC of 11/28/2006, the VAT paid is considered recoverable and therefore not eligible for aid.

## 8. Non eligible costs

The following costs shall not be considered eligible:

- return on capital;

- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by the beneficiaries in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget);
- contributions in kind from third parties;
- excessive or reckless expenditure;
- deductible VAT;
- participation by any staff of Institutions in actions receiving grants.

In addition to the above, the Commission can refuse to finance certain costs included in the proposal. The beneficiary EBNs can decide to maintain and finance these costs out of their own resources, but they will not be taken into account as eligible costs.

## 9. Co-financing and joint and several responsibility

The beneficiary EBNs have to provide evidence of their 10% co-financing.

It can be provided either by way of own resources (i.e. human resources), or in the form of financial transfers from third parties.

All partners composing an EBN shall agree upon appropriate arrangements between themselves for the most appropriate performance of their Action Plan, clearly defining roles and responsibilities.

In particular, the beneficiaries are jointly and severally liable for repaying any debt under the grant agreement up to the maximum amount of the grant.

The grant agreement shall be signed by each EBN member with the BEE NET partners.

## 10. Obligations

After the evaluation and selection has been completed, the beneficiary companies that are part of EBNs undertake to:

- Sign a Grant Agreement with the BEE NET partners, who will approve the EBNs and assign the resources;
- Sign a Business Network Contract/Agreement with their partners, which includes the EBN's Action Plan for Internationalisation and related budget;
- Define clear roles within the EBN team;
- Submit a final technical report and a financial report, with evidence of expenditures, as stated in the EBN contract;
- Actively participate in project's activities, including the kick off meeting in Barcelona and the final event in Palermo;
- Notify any change occurred in the EBN's composition, after the application, or during the implementation of the project;
- Fill and deliver the feedback questionnaires required by the BEE NET organisers, provide interviews and information on the results of the EBN's activities;

- Provide prompt information about the status of commercial negotiations that will sprout from the EBN's activities;
- Mention the EU funding and BEE NET project in the EBN actions.

## 11. Application process

SMEs interested in participating in the BEE NET project will have to respond to a specific Call for Expression of Interest/Registration by applying through the web/matching platform <https://bee-net.b2match.io/>, adding their business profiles, which includes an "Intake Assessment" Questionnaire, and including an idea of European Business Network.

- European companies registered on the web platform will be able to view the profiles of other participants by clicking on the "Participants" or "Marketplace";
- The Registration allows Virtual Meetings and Communication with Potential Partners, and is aimed at forming teams of 4 to 8 SMEs from at least 3 countries, willing to set up an EBN and participate in the Call (only SMEs that have registered and are validated in the BEE NET web platform can participate in the Call);
- On July 22<sup>nd</sup> 2019, the Call for European Business Networks (EBNs) will be published on the web;
- The deadline to submit EBN proposals is November 3<sup>rd</sup> 2019, 17:00h Brussels time;
- Applicant EBNs will present their joint Action Plan for Internationalisation and related annexes;
- Within each applicant EBN, a coordinator SME will be chosen. This company will upload the file with the EBN proposal into the web platform, in the specific Sections of the profile (see Article 17);
- In November, internal and external Evaluation Commissions will select the 10 best EBNs, following the Award Criteria (see Art. 14);
- Each approved EBN will have maximum 12 months, until January 2021, to implement the Action Plan for Internationalisation.
- reimb

Together with the application form (Form B1), each company composing an applicant EBN must fill the supporting documents (Forms B2 to B5; see Article 15):

All Forms can be downloaded from the BEE NET website, at this page <https://bee-net.b2match.io/page-3001>

As stated in article 2 **the Action Plan for Internationalisation of each applicant EBN will contain:**

- Clearly expressed motivations and expectations of the EBN;
- Background of every company that will be part of the Business Network;
- A joint Action Plan for internationalization and a summary of it. It will include the internationalisation strategy design background, the EBN differential value and competitiveness offer, resources (economical and HHRR) available for the short/long term expansion planned, level of external productive collaboration, etc.;
- A budget related to the funding required for completing the Action Plan, considering that the maximum funding that can be granted by BEE NET is 90% and not more than €25,000;
- Medium-long term perspective that goes beyond the specific activities planned during the project period, which will be formalised with the signing of a European Network Agreement / Agreement that demonstrates the sustainability of the strategy.

Beneficiaries of BEE NET project cannot be members of other business networks set up in the frame of other EU projects funded by the same COSME action, i.e. Ready2Net project and LookEUNet project.

## 12. Timetable

Scheduled start-up date for the action: 1 December 2019

Maximum duration of action is: 12 months

No applications will be accepted for Action Plans scheduled to run for a longer period than that specified in this Call for EBNs.

The period of eligibility of costs will start at the earliest on first day of the month following the date when the last party signs the EBN Contract/Agreement. Under no circumstances can the eligibility period start before the date of submission of the grant application.

N.	Action	Date/Indicative period
1	Publication of the call for European Business Networks (EBNs)	22 <sup>nd</sup> July 2019
2	Deadline for submitting EBN applications	3 <sup>rd</sup> November 2019, 17:00 Brussels time
3	Evaluation period (phase 1 and 2)	November 2019
4	Notification of Grant decision to successful Applicant EBNs and signature of Grant Agreements with the BEE NET partners	November-December 2019
6	Kick off meeting in Barcelona and signature of EBN contracts/agreements	January 2020
7	Implementation of EBN Action Plans	December 2019-January 2021
8	Final event in Palermo, reporting and reimbursement	January-February 2021
9	Communication of outcomes	February 2021

## 13. Criteria, methods and evaluation procedures

EOI/Registrations, including Intake Assessments, will be reviewed by the BEE NET project partners, with the support of Key Stakeholders (KS) as defined below. Based on this analysis a sorting grid will be produced systematizing sectors, business chains, countries, and other relevant needs and requirements expressed by the SMEs during the previous step. This sorting grid will be the reference point to define the specific rules and criteria, responding to the actual needs pointed out by the SMEs in an effective and coherent way.

As per the selection process it will consist of two phases of evaluation: an internal phase developed by the three BEE NET partners (SicIndustria, Barcelona Chamber of Commerce, Lithuanian Innovation Center), in collaboration with the EEN coorganisers; an external one, carried out by an External Evaluation Committee composed the four KS of the project (RetImpresa The Lithuanian Confederation of Industrialists, General Council of Chambers of Commerce of Catalonia and European Family of Industrialists), with the support of the Coordinators of Ready2Net (Innovhub) and LookEU Net Projects (Informest).

### PHASE 1: Internal Evaluation

Undertaken by BEE Net partners, in collaboration with relevant EEN co-organisers, will review the international maturity, strategy and targets of applying EBNs.

## PHASE 2: External Evaluation

Will provide the final assessment to the applicant EBNs taking into account the first level of evaluation.

The whole evaluation process leading to the selection of the EBNs will be undertaken including a set of value items that should be considered as fundamental elements of a stable, effective, efficient and successful project of an EBN for internationalisation:

- a) Shared goals and objectives
- b) A common program with activities and measurable indicators
- c) Minimum duration to assure stability and coherence of the network
- d) Tasks and roles of each member
- e) Entry and exit rules
- f) Strategic/operative governance to manage the business strategy

## 14. Award Criteria

Provided that the EBN applications met the eligibility criteria, each Action Plan will be evaluated against five award criteria, which will carry different weighting within the overall assessment.

To be classified as award fundable, the total of the marks of the award criteria should be equal or greater than 60% of the maximum total score. In addition, a mark of over 50% will be required for each criterion.

N.	Criterion	Score
1	Common business strategy	20
1	Quality of the Action Plan	20
2	Internal EBN Governance	10
3	Impact	20
4	Budget and cost effectiveness	10
5	Composition of the EBN partners	10
	<b>TOTAL</b>	<b>100</b>

Each EBN proposal is evaluated for its:

1. Common business strategy, maximum score of 20  
It reflects to what extent the business strategy is in line with the context and the objectives of the call.
2. Quality of the Action Plan, maximum score of 20  
It reflects how the proposed activities are coherent and consistent (involved partners, target countries, tools and means planned, and to what extent the proposed methodology ensures the effective implementation of the project (casting of partners' roles, coordination, timing, management, etc.)
3. Impact and sustainability, maximum score of 20  
It reflects to what extent the candidate EBN and the relevant Action Plan are appropriate to raise awareness and visibility about EU inter-firm collaboration, and about the EU support to the action, potentially influencing the business environment. It also reflects the EBN's ability to generate future common actions and economic returns

(increase in market share in the target countries, improvement of the products/services for the target markets, increase in partnerships/agreements/portfolio of foreign operators, etc.).

4. Budget and cost-effectiveness, maximum score of 10

It explains to what extent the budget is clear and detailed (breakdown of the budget and explanations when clarifications are necessary) and whether the budget is in line with the objectives, the strategy and the potential results.

5. Composition of the EBN partners, maximum score of 10

A special focus is assigned to family businesses (for a definition of family business, check [https://ec.europa.eu/growth/smes/promoting-entrepreneurship/we-work-for/family-business\\_en](https://ec.europa.eu/growth/smes/promoting-entrepreneurship/we-work-for/family-business_en)) and companies that already belong to aggregations (clusters, districts, associations, etc.).

At the outcome of the evaluation process, proposals will be ranked according to their total score.

In the case of proposals have the same score, they will be ranked based on the priority given to each award criterium, starting from "Common business strategy". If there are still the same scores on the first criterium, the selection will be based on the "Quality of the Action Plan", and so on, until the fifth award criterium is finally taken into consideration, if necessary.

A limited number of proposals may be placed in a reserve list.

## 15. Call and Application documents

The documents relevant for this call are available at the following internet address:

<https://bee-net.b2match.io/page-3001>

The main documents relevant to this call are the following:

1. Call for EBNs
2. Form B1 - Application form/Action Plan
3. Form B2 - EBN Budget
4. Form B3 – Self Declaration of eligibility and exclusion  
Self-declaration signed by the legal representative of each company participating in the EBN, stating that they fulfil all the eligibility and do not fall under the exclusion criteria
5. Form B4 - Operational capacity – composition of the team (presentation of each member and company background)
6. Form B5 – Legal Entity form (to be filled by each EBN partner) in English with supporting documents as specified in the form (copy of VAT registration and registration document together with a translation in English language), also available at the following link:  
[https://www.gsa.europa.eu/sites/default/files/procurement/gsa-op-01-17\\_annex\\_i.b\\_template\\_legal\\_entity\\_form.pdf](https://www.gsa.europa.eu/sites/default/files/procurement/gsa-op-01-17_annex_i.b_template_legal_entity_form.pdf)

In addition, awarded EBNs will receive by email the following documents:

1. Draft Grant Agreement
2. Draft EBN Contract/Agreement
3. Financial identification Form
4. Request of Reimbursement

5. Feedback forms
6. Any other document useful for the correct implementation of the EBNs

## 16. Structure of the EBN proposal

The Proposal is divided in 2 parts:

- Part A: company profiles and intake assessment. This part is already filled by all SMEs that register in the BEE NET web platform, expressing their interest in the project.
- Part B: it comprises a series of forms that have to be downloaded, filled in by each partner and uploaded by the EBN coordinator, following the instructions included in the templates and in this Call.

Where applicable, documents have to be signed, scanned in PDF format and uploaded (see also Article 15).

- Form B1 Form – EBN Action Plan for Internationalisation
- Form B2 - EBN Budget
- Form B3 – Self Declaration of eligibility and exclusion (to be filled by each EBN partner)
- Form B4 - Operational capacity – composition of the team (presentation of each member and company background)
- Form B5 – Legal Entity form (to be filled by each EBN partner)

Form B1 is the core of the proposal and will contain the description of the EBN strategy and Action Plan for internationalisation.

Candidate EBNs have to follow the given structure of the template when presenting their technical content.

The template is designed to highlight those aspects that will be assessed against the evaluation criteria.

It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed EBN, and the impact that might be expected to arise from the proposed Action Plan.

The proposal must be submitted in English.

## 17. How to submit the Application

Coordinators of candidate EBNs will:

- a. Collect all the relevant information and forms (B1-B2-B3-B4-B5) from their partners;
- b. Print them in separate files (.pdf format);
- c. Login in their profile on the web platform <https://bee-net.b2match.io> and choose the Area “Organiser Questions” (<https://bee-net.b2match.io/my/questions> )
- d. Upload each B Form in the dedicated area on behalf of the whole EBN.

The submission of all the above mentioned forms is compulsory for the validity of the Application. Incomplete submissions will not be taken in consideration.

On completion of this process, once all 5 forms are uploaded, Coordinators will send a communication to the following email: [een@sicindustria.eu](mailto:een@sicindustria.eu) .

BEE NET partners will reply to Coordinators of candidate EBNs and send an email as acknowledgement of receipt.

## 18. Communication of results

The whole evaluation process will last one month, starting from the 4th of November 2019.

The selection results will be officially published in the BEE NET website <https://bee-net.b2match.io> and communicated to the awarded EBNs.

Separate communications will be sent to the excluded candidate EBNs.

## 19. Audits

Approved EBNs are required to provide to the BEE NET partners all the required information and documents.

The BEE NET partners will carry out formal checks on the completeness, accuracy and validity of the submitted declarations.

The beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Companies that are part of selected EBNs must promptly notify any interruption of activities, withdrawal and any other event occurred that might interfere in the correct implementation of the Action Plan, and could lead to the loss of any of the requirements for admission to the planned activities.

## 20. Liability

Each candidate, member of an applicant EBN, is responsible for the completeness, clarity and accuracy of the data and information contained in the documents and materials prepared as part of the participation to this Call for EBNs. The BEE NET Consortium is not responsible for such content, or for any inaccuracies, omissions or violations of the rights of other people.

## 21. Withdrawals, Revocation and Sanctions

Sanctions are imposed in case of breach of the obligations listed in art. 10.

In that case, the partners of BEE NET Consortium shall impose the reimbursement of any expense occurred or any expense the BEE NET Consortium is committed to undertake.

In this condition, the leader of the Consortium may impose liquidated damages considering the seriousness of consequences that would arise from loss of eligibility requirements and non-fulfilment of the obligations listed in art. 10 and how they affect the execution of the project.

## 22. Privacy, data protection and transparency

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

The information is about our data protection policy and your rights of access, rectification, cancellation, limitation and opposition to the processing of data and the rights to be compliant with the Data Protection Policy.

Please note, by registering and sending your application to the BEE NET project that you accept the following conditions:

Under Article 13 of the Legislative Decree no. 196/2003, the Italian "Code for the Protection of Personal Data", personal data provided by each Applicant will be processed by the organisers of BEE NET, for the purposes related to this Project.

For the development of the project, BEE NET may also communicate personal data to third parties. BEE NET may also process personal data and disclose to third parties appointed by BEE NET for informational purposes, promotional and direct marketing by sending commercial communications as a result of the consent.

The processing of Personal Data, therefore, carried out through electronic and/or automated or equivalent, will be based on principles of fairness, legality, transparency and will take place with appropriate procedures to ensure the security and confidentiality.

Compared to such Personal Information, the interested party may exercise the rights under the Article 7 of the above-mentioned Code by writing to the email address:

een@sicindustria.eu or submitting questions in Via Alessandro Volta, 44 - 90133 Palermo

Holder of the data provided is BEE NET.

## 23. Contacts and Q&A

Questions related to this Call can be addressed to the BEE NET project partners:

- Giada Platania, Sicindustria: [een@sicindustria.eu](mailto:een@sicindustria.eu)
- Ana Carrasco, Barcelona Chamber of Commerce: [acarrasco@cambrabcn.org](mailto:acarrasco@cambrabcn.org)
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