



EUROPEAN INNOVATION COUNCIL AND SMES
EXECUTIVE AGENCY (EISMEA)

Department I – Innovation ecosystems, SMP/ Entrepreneurship and Consumers
Unit I-03 SMP/Internal Market and Consumers

Brussels,

**Call for Proposals: Representation of SMEs' interests in European
standardisation**

EISMEA-SMP-STA-FPA-SME-2021

**Questions & Answers (Q&A)
questions received between 8-12 October**

| QUESTION 1 | |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q1 | What will be the actual duration of the FPA? It is mentioned that the FPA would cover the period 2022 to 2026 (5 years), the estimated budget mentioned covers the period 2021-2024 and in other parts of the call document it is mentioned that “the duration of the FPA shall not exceed four years”. |
| A1 | The duration of the FPA will not exceed 4 years. In principle, the duration will cover the period 2022-2025. The section 2 of the call document will be corrected accordingly. |
| QUESTION 2 | |
| Q2 | Is the coordinator the only one that needs to sign the Declaration of Honour or should all the beneficiaries and affiliated entities sign a declaration of honour? |
| A2 | Each applicant in the consortium needs to sign a declaration in its name and on behalf of its affiliated entities. Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant. |
| QUESTION 3 | |
| Q3 | Does the applicant need to submit any supporting documents concerning the co-financing? |
| A3 | The sources of co-financing should be indicated in the application form, section ‘1.1.6. INFORMATION CONCERNING PARTICIPATION AND INVOLVEMENT/ By which means and when will the co-financing take place?’ No supporting document is required at this stage, however, if deemed necessary, the applicants may attach a proof to the application form. |
| QUESTION 4 | |
| Q4 | The call document mentions that the financial capacity check will be carried out on the basis of the documents requested to upload in the Participant Register during specific grant preparation Can you please confirm that these documents won't be required at this stage? |
| A4 | The financial capacity check will only be carried out at the stage of the grant agreement preparation for the specific grant agreements. No specific supporting documents are required at this stage. |
| QUESTION 5 | |
| Q5 | The request for the organisation's activity reports of the last 3 years, refers to all beneficiaries/affiliate entities or only the coordinator? |
| A5 | All applicants should submit their respective annual activity reports. |
| QUESTION 6 | |

| | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q6 | The description of the technical equipment, tools, facilities and patents at the disposal of the applicant, is relevant for the call? What would this include? |
| A6 | Please provide the description of technical equipment, tools, facilities, etc used by the applicants for the implementation of the action plan. |
| QUESTION 7 | |
| Q7 | The call mentions that an inventory of natural or economic resources involved in the project should be provided. What would natural resources refer to? |
| A7 | Please provide the inventory of natural or economical resources used by the applicants for the implementation of the action plan. |
| QUESTION 8 | |
| Q8 | In part A of the form at the beginning it is requested to provide the duration in months and the requested amount. Can you confirm this refers to the whole FPA period? |
| A8 | Yes, the application form refers to the entire duration of the FPA |
| QUESTION 9 | |
| Q9 | The application form, Part A, II Operational capacity / 1. Operational Capacity / 1.1. coordinator & 1.2 Applicant No.2 & 1.3. Affiliated Entity No 1... (p. 14 ff.) reads: “an exhaustive lists of previous projects and activities performed by the people primarily responsible for managing and implementing the operation (the table to be filled in can be found at the end of Application form, Part B).” However, there is no table to be filled in. Can you provide the relevant table? |
| A9 | The list can be provided in a free format. The reference to the table in the application form will be eliminated. |
| QUESTION 10 | |
| Q10 | Can you confirm that the reply to the call and all related documents must be submitted by e-mail only and not uploaded in the portal for funding and tenders? |
| A10 | All application documents must be submitted exclusively at the email address indicated in the call document. The call for proposals will not be running under the Funding and Tender Portal. Only the validation of Participant Identification Code and the Financial capacity check will be performed in the Portal. |
| QUESTION 11 | |
| Q11 | Under section 4 of Part B of the application form, multi-annual action plan, the applicant is asked to describe the activities planned. Under “Standard activities (all years)” it says “n/a for Action Grant FPAs”. Does this mean that in our case, as we would have an Action Grant, we can leave this table empty and only have to fill in the table for the ad-hoc activities? |
| A11 | The ‘Standard activities’ section does not apply to Action Grants. |
| QUESTION 12 | |
| Q12 | Under Part B of the application form, the first table under the table of contents “Project summery”: Is text to be inserted here or is this just a heading? Unlike the other tables, under “project summery” it does not say “insert text” nor is there a description/instructions (unlike all other tables where text needs to be inserted). |
| A12 | Yes, please insert text in the ‘Project summary’ section – the application form will be updated accordingly. |