

CALL FOR TRAINING SERVICES

SUBMISSION TOOLKIT



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1. About ELBE Eurocluster

1.1. THE ELBE ALLIANCE: EUROPEAN LEADERS OF BLUE ENERGY

The ELBE Alliance aims at positioning Europe as the world technological and industrial leader in Offshore Renewable Energy. It gathers seven European clusters with top expert companies and R&D organizations in Offshore Renewable Energy to tackle the expansion of this sector beyond Europe.

This Alliance offers new opportunities to SMEs in offshore energy to share technology, establish alliances and create new business models across different sectors.

1.2. ELBE EUROCLUSTER: SUPPORTING THE OFFSHORE RENEWABLE ENERGY (ORE) SECTOR

This project is the continuation of the ELBE and ELBE+ projects led by the ELBE Alliance and is funded by SMP COSME under the Joint Cluster Initiative (JCI). This European Offshore Renewable Energy (ORE) Joint Cluster Initiative will intensify collaboration across seven key EU regions in this field. This partnership – which is built on the ELBE Alliance – will support European Offshore Renewable Energy SMEs in the development of their resilience capacity and boost their ecological and digital transition.

The ELBE Eurocluster partnership gathers the following organisations:

Cluster Ener	gía del País Vasco	Energy Cluster Denmark		
Cluster Energía	CEPV Spain www.clusterenergia.com	energy cluster denmark	ECD Denmark www.energycluster.dk	
Pôle Mer	[.] Méditerranée	De Blauwe Cluster, Belgium		
PÔLE MER MÉDITERRANÉE	PMM France www.polemermediterran ee.com	O BLAUWE CLUSTER	DBC Belgium www.blauwecluster.be/	
Research Ins	stitutes of Sweden	The Pomeranian Platform for OW		
RI. SE	RISE Sweden https://www.ri.se/en	Energy in the B	oment of Offshore Wind	
GCE NO	DDE, Norway			
GCE NODE	GCE NODE Norway https://gcenode.no/			

Table 1 - ELBE Eurocluster partnership

1.3. CONTACT POINTS

For any enquiries about the ELBE Eurocluster project, please contact the Project Coordinator, Cluster Energía del País Vasco at <u>msuarez@clusterenergia.com</u>. For any enquiries regarding information and/ or clarification on the Training Services support scheme, please contact your national contact point:

Country	Partner	Contact	E-mail address
Spain	CEPV Marcos Suarez Ander González		<u>msuarez@clusterenergia.com</u> agonzalez@clusterenergia.com
Belgium	DBC	Hanne Deprez Ann Overmeire	hanne.deprez@blauwecluster.be ann.overmeire@blauwecluster.be
France	PMM	Colin Ruel	ruel@polemermediterranee.com
Sweden	RISE	Nermina Saracevic	nermina.saracevic@ri.se
Norway	GCE NODE	Tom Fidjeland	Tom@gcenode.no
Poland	PV	Dąbrowski Łukasz	L.Dabrowski@pomorskie.eu
Denmark	ECD	Gustavo Ferraz de Luna	gfl@energycluster.dk

Table 2 - Contact points

Shall you be from another country, please choose one of the partners listed above as your contact point.

2. General information

2.1. TARGET

The target audience of the ELBE Eurocluster call for applications for training services is European innovative SMEs from the Offshore Renewable Energy (ORE) sectors (cf. 2.2 – ORE domains). The call for application for training services intending to bring solutions that will address and match with one of the thematic priorities of ELBE Eurocluster. Applicants shall be established in one of the eligible countries from the Single Market Programme (SMP COSME) as detailed in section 3.1 – Eligibility conditions.

2.2. ORE DOMAINS

ELBE Eurocluster project targets Offshore Renewable Energy domains and tackles 3 horizontal dimensions corresponding to EU priorities.

- Horizontal dimensions:
 - Digital transition: digitalisation transforms the economy and provides many new opportunities to enhance the productivity, efficiency and sustainability of the ORE domains. The development of modern information technologies makes it easier for stakeholders to work together to promote the efficiency of the overall system. Digital

transition includes the use of cloud-based services, mobile devices and apps, sensors and other IoT technologies, Augmented Reality (AR), 5G network, digital twins, autonomous transportation, artificial intelligence, cyber security, block-chain technology and big data driven innovation, robotics, ...

- Ecological transition: regarding the EU2020 Strategy for smart, sustainable and inclusive growth, which focuses on climate change and energy sustainability, the ORE sector is focused on preserving biodiversity and reducing its ecological footprint.
- Resilience: resilience, as the ability not only to withstand and cope with challenges but also to undergo transitions, in sustainable, fair and democratic manner, has become a new compass for EU policies. ORE domains are fully integrated in the objective of a resilient Europe, and more particularly towards an energy independence and carbon neutral.

2.3. TRAINING

Two rounds of training sessions will be organised, each one offering training services for up to **10 SMEs**. All training will be delivered in English.

In each round three different independent training modules are offered, with service providers as listed. Each SME can apply for one or more modules, as long as the SME does not receive more than EUR 60 000 through the different ELBE Eurocluster support services, as described in section 3.3.2. The proposed modules and service providers are:

• Training Module A: Sustainability & Digitalization: Designing Strategies for Increased Competitiveness and Innovation

Preferred Service Provider: <u>StrateGaia AS</u>

• Training Module B: Sustainable Business, with focus on general ESG issues, UN Sustainability goals and a materiality analysis

Preferred Service Providers: Capgemini Invent or Mantis Consulting

• Training Module C: Factlines Platform for ESG reporting (incl. SW-license)

Preferred Service Provider: <u>Factlines AS</u>

SMEs also have the possibility to propose other training(s) addressing the same objectives listed under the three modules (sections 2.3.1, 2.3.2. and 2.3.3). In such case, SMEs should describe the training(s) they wish to take and the objectives reached by the training session. SMEs shall also identify potential training provider(s) in the application form.

2.3.1. Training Module A

Delivered by: StrateGaia AS

Training description

The Offshore Renewable Energy (ORE) sector is making a significant contribution to humanity's vital net zero emission targets – helping to realize the UN Sustainable Development Goals. And new

technologies, processes and business models are now bringing even more opportunities to the ORE sector.

This training offers an industry-proven program for sustainable business development. Based on a combination of e-learning (short videos) and video conferences lead by coaches, the program initiates a step-by-step process to develop business models focusing on increased competitiveness in both established and new markets. The leaders that participate in the training will be introduced to basic business systemic-design thinking using modern tools like a business canvas for business modelling, all supported by experienced coaches. The canvas to be used will be the Flourishing Business Canvas, covering not only economic issues but also societal and environmental issues (the so-called *"triple bottom-line"*). See www.FlourishingBusiness.org for more information.

Learning Objectives:

Your leadership team will:

- Gain a better understand of the gap between strategic issues and your capabilities to handle them;
- Gain alignment on your strategy through better conversations;
- Be led by experienced coaches through a proven systemic-design pathway to innovative and sustainable business strategy;
- Map your present strategy and collaboratively start work on your future business strategy and business model;
- Gain better understanding of business model factors required for true sustainability and innovation;
- Improved systems thinking skills;
- Gain better perspective on strategy, current and possible future business models applying the ABCD approach.

The Course Consists of three parts:

- Strategic Maturity Survey;
- Introduction to Flourishing Business Canvas and result of the Maturity Survey;
- Sustainability & Digitalization: Designing Strategies for increased competitive awareness and innovation.

To learn more please visit: <u>https://www.strategaia.com/ORE-Training/</u>

2.3.2. Training Module B

ALTERNATIVE 1: SUSTAINABLE BUSINESSES: FROM MINDSET TO ACTION

Delivered by Capgemini Invent

Training description

This training will introduce participants to the UN Sustainable Development Goals and help identify relevant SDGs for their organizations. Each company will be supported through team coaching in assessing their business maturity in relation to the sustainability scale and establish concrete business actions to fulfill their sustainability ambitions.

Learning Objective

This course aims to support participants in defining their sustainability ambitions in relations to the UN Sustainability Development Goals (SDGs) relevant to their organizations and transforming visions into concrete actions.

Learning Outcome:

- Build understanding of UN Sustainable Development Goals and sub-targets relevant to your company;
- Align your organization's sustainability ambitions in relation to SDGs;
- Establish concrete future actions for your company for sustainable development;
- Receive tailored guidance on approach and team collaboration towards sustainable business transformation.

The Participant Preparations for this session is estimated at 3-4 hours per company.

The training will combine physical workshops and digital coaching sessions tailored to each company, with 2-3 hours digital workshop and 5 hours of coaching per company.

Alternative 2: <u>Start to navigate the Sustainability waters – towards CSRD compliance with the right tools</u>, <u>skills and knowledge</u>

Delivered by Mantis Consulting

Training description

The EU CSRD regulations are falling into their final fold. For many companies, this is the go-ahead to shift up a gear in terms of sustainability strategy. Especially for companies that want to start working with CSRD in a pragmatic and practical way, Mantis developed this basic CSRD program.

For whom?

- CSRD mandatory companies;
- SMEs and other organizations within the value chain of companies subject to CSRD;
- Small and large organizations that are not CSRD obligated but want to take their sustainability management system to a higher level.

What to expect?

During a training module, Mantis provides you with a set of templates that lay the foundation for a sustainability report according to CSRD regulations. At each step of the process, they provide guidance so you can work through it yourself. The start for all companies is a stakeholder analysis and materiality analysis.

Mantis provides you with the following templates:

- Templates stakeholder analysis (excel);
- Template selection material sustainability topics (excel);
- Template online stakeholder survey (online in Typeform);
- Template CSRD gap analysis (excel).

To get all this right you will receive training with the following components:

- Start-to-CSRD: context analysis and explanation of use of templates;
- Adapt stakeholder survey;
- Results materiality analysis;
- CSRD gap analysis: from the results of the materiality analysis Mantis derive the reporting requirements. In other words, what must or must not be reported, and how;
- Action plan: the CSRD gap analysis can be translated into an action plan and a (first) sustainability report.

Learning Objectives

- Materiality analysis according to the principles imposed by CSRD;
- Identification of the gaps and work points for your reporting obligation or sustainability management system: CSRD gap analysis;
- The basis for your (first) sustainability report;
- Advice on getting started with sustainability in a practical way.

The training session is planned for 1-day course, can be split up into two half-day sessions plus a preparation required from the participant in the form of a context gathering survey to be filled in presession that takes about 1 hour.

Mantis would prefer physical gatherings, if possible, but given the EU-wide context, a digital gathering is proposed as the more sustainable option.

2.3.3. Training Module C

Delivered by Factlines AS

Training description

Factlines Platform is an ESG software platform developed to document the environmental and social impact of products and services in the supply chain.

The Factlines software will help you analyze and document how your business influences the environment and the social impacts of your supply chain. Increased transparency in the supply chain enables you to design solutions that are better for the environment and the humans in your whole value chain. The software is based on a network of over 10 000 companies sharing ESG information and collaborating in improving their practices and enables you to get seamless insight through automated risk scoring and action plans.

Learning objectives

The SMEs will get training in:

- The ESG impact of the supply chain;
- OECD Due diligence guidelines ;
- UN Global Compact's 10 principles ;
- Mapping and efficient follow up of suppliers;
- Risks in the supply chain;

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• Corrective action plans.

The training includes:

- 1-day online training as described above;
- 1 year subscription to the Factlines ESG Platform (excl. EU Taxonomy module);
- 2 sessions online training in the software for up to 10 people.

2.3.4. Open Training Module

Each applicant can propose one training of its choice and a service provider for this training module.

Training description

The training shall focus on the business strategy of the SMEs and how to enhance the social and environmental strategy of the company. A specific attention should be on the business model of the SME. Use of business canvas for efficient development of new business models shall be included. The ESG criteria could be a metrics to ensure that the training session is adapted, as well as the objectives of reaching the SDGs. This means that the business canvas should cover both economics, social and environmental issues (i.e. A pure Osterwalder canvas will not be sufficient).

The training provider should be able to demonstrate experience and previous good results from the offered training module, to ensure that the learning objectives as described below, will be achieved.

Learning objectives

- Capability to work efficiently with strategy and business modelling, including both methods and tools;
- Gain better understanding of business model factors required for true sustainability and innovation;
- Understanding of the possibility to include societal and environmental targets in your strategies;
- Recommendations and support on how to implement them.

This training session should last at least two (2) full days.

3. Application

3.1. ELIGIBILITY AND SELECTION

3.1.1. Eligibility conditions

Proposals will be eligible only if all the following conditions are met:

• Applicants must be eligible EU (27 Member States) and non-EU (Iceland, Norway and Liechtenstein) countries for the support from the Single Market Programme (SMP COSME) as mentioned <u>here</u>.

- Applicants must be an SME and declare that their SME-status is in accordance with the SME definition of the European Union available via this <u>link</u>;
- Applicants must be SMEs developing innovative products or technologies that are or can be positioned on the ORE value chains;
- Applications must be written in English (applications partially written in another language are not eligible) and must not exceed maximum number of characters stated in each text box of the predefined template found at https://ec.europa.eu/eusurvey/runner/ELBETrainingServices2023 ;
- Applications must be submitted through the web-based system by **December 31st 2023 5 pm CET**.
- For applicants that chose the Open Training Module, the proposed training session must be in line with the ELBE Eurocluster expectations regarding the enhancement of business models and strategies considering environmental, societal and governance aspects.

3.1.2. Selection criteria

The evaluation of received applications will be based on a set of criteria in addition to the abovementioned main eligibility requirements:

Evaluation criteria	Details	
1 – Leadership commitment	Participation supported by the leadership team and eventually by other key stakeholders	
2 – Scale-up potential	Substantial impact of the training course on the turnover growth ambition, on the development of the resilience capacity and/or ecological and digital transition of the SME.	
3 – Clear ambition towards SDG implementation	Honest and ambitious focus on implementing SDGs to ensure competitiveness, scalability and being bankable.	

Table 3 - Selection criteria

3.2. CUT-OFF DATES

Training sessions	Call opening and cut-off dates	Evaluation – Contract dates	Training implementation
First round (up to 10 SMEs)	01/11/2023 - 12.00 to 31/12/2023 - 5 pm CET	Evaluation : 21 days Contracts : to be signed within 1 month after the results have been announced	01/03/2024 – 30/06/2024
Second round (up to 10 SMEs)	01/09/2024 - 12.00 to 31/10/2024 - 5 pm CET		02/01/2025- 31/05/2025

Unsuccessful SMEs on the first round can resubmit their application to the call for training services for the second round.

The training implementation timeline will be stated in the subgrant agreement the successful SMEs will sign with ELBE Eurocluster partner. The training service should end at the latest on May 31st 2025.

3.3. APPLICATION FORM & PROCESS

3.3.1. Application process

Interested SMEs will apply via the following link: <u>https://ec.europa.eu/eusurvey/runner/ELBETrainingServices2023</u>.

Only proposals submitted via this link will be evaluated and only if they have been submitted within the deadline. Upon receipt of each proposal, the applicant will receive a confirmation of submission. Applications may be modified as long as the deadline is respected, and you have not fully validated the application: you will be able to save and come back later.

3.3.2. Financial support conditions for support services of ELBE EUROCLUSTER

For the training service, the maximum amount to be granted is EUR 13.500. It covers the training session implementation. For a better realisation of the training session, physical gathering could be agreed between SMEs and service providers. In that case, travel costs for the SMEs related to the training should be covered by the SME themselves.

The payment scheme for the training service will be comprised of 2 payment instalments of 50% each.

The granted amount is a lump sum. No justification on the use of resources will be asked. to provide once the selection made. The participation to the training session will be officialised through a certificate of participation issued by ELBE Eurocluster. For the Open Training module, granted SME will have to provide an invoice before proceeding with the final payment. It is possible to apply to one or several support services. The number of support services offered to each applicant by the ELBE project is not limited. However, the maximum amount to be awarded through different support services via ELBE Eurocluster is **EUR 60 000 per SME**.

The following table details the ELBE Eurocluster support services available and the approximate value for each service:

Type of support service	Projects/SMEs to be supported	Maximum funding
Financial support	16 SMEs supported	Up to €60 000 per project
Individual services	22 SMEs supported	Up to €10 000 per SME
Training	20 SMEs supported	€13 500 per SME
Internationalisation	45 SMEs supported	€2 000 per SME

Table 5 - ELBE Eurocluster types of support and how to combine them

For example, one SME can benefit from an innovation voucher (\leq 30 000), an individual service (\leq 10 000), one training session (\leq 13 500) and participate to 3 missions (total \leq 6 000). As the total financial support received by an SME in such case remains below EUR 60.000.

However, if one SME benefits from \leq 50 000 as part of the innovation voucher, it can only apply for one individual service or participate to the missions but will not be able to benefit from the training, as

otherwise the total financial support received by an SME would go beyond the maximum of EUR 60 000 allowed.

Shall you have any doubt, please reach your contact point.

3.4. APPLICATION FORM

By submitting their application, SMEs consent to use the total amount of the financial support (lump sum) received for the expenses linked to their training and consent to pay EUR 13 500 to the service provider, either those identified for Modules A, B and C above or the service provider of their choice. SMEs also consent to participate to the full training i.e., full length of the module or modules it has applied to. Should this not be the case, the SME will reimburse the total amount of the financial support received.

4. Evaluation and selection process

4.1. SCORING SYSTEM

Evaluation criteria	Details	Score
1 – Leadership commitment	Participation supported by the leadership team and eventually by other key stakeholders	10
2 – Scale-up potential	Substantial impact of the training course on the turnover growth ambition, on the development of the resilience capacity and/or ecological and digital transition of the SME.	10
3 – Clear ambition towards SDG implementation	Honest and ambitious focus on implementing SDGs to ensure competitiveness, scalability and being bankable.	10
Total		30

Table 6 - Scoring system

Evaluation scores will be awarded based on the criteria mentioned in section 3.1.2. The maximum score for each criterion will be 10 points, in total 30 points. Each criterion is rated between 1 and 10 points; no half-points are allowed. For each criteria, a threshold of 5 points should be reached. The overall threshold, applying to the sum of the three individual scores will be 15 points. The same evaluation criteria and scorings apply to all types of requested training Services.

The meaning of the scores with respect to the sub-criteria are as follows:

- 1 to 2 Poor. The sub-criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- 3 to 4 Fair. While the proposal broadly addresses the sub-criterion, there are significant weaknesses.
- 5 to 6 Good. The proposal addresses the sub-criterion well, but with at least one moderate weakness.

- 7 to 8 Very good. The proposal addresses the sub-criterion very well, although with minor weaknesses.
- 9 to 10 Excellent. The proposal successfully addresses all relevant aspects of the sub criterion in question. Shortcomings are minor.

4.2. EVALUATION PROCEDURE

A two-step assessment procedure will be followed safeguarding the principles of transparency and equal treatment as described below:

- Eligibility check of the Application Form.
- **Evaluation** of the Application Form by the ELBE partner (SME contact point in charge) as presented in section 1.3.

Each cluster will evaluate the applications from his country. Applications coming from another country will be divided among partners. The assessment period shall take maximum 21 days, starting from the closing date of the call. The applicants will receive an e-mail about the outcome of the assessment directly after the assessment is finalised along with instructions for the next steps if awarded. The successful applicants will be requested to sign a formal Contract within 30 days from the notification of the project approval.

4.3. ENQUIRIES AND COMPLAINTS

For any complaints against the project selection process, these must be submitted by the applicant on behalf of the project to Marcos Suarez <u>msuarez@clusterenergia.com</u> or your local contact point (cf. section 1.3) within 5 calendar days after the announcement of the Open Call results. Your email should include the following information:

- Application name
- Lead contact name and details
- Object of your complaint
- Information and evidence of the alleged breach

The Evaluation Committee (GCE Node, CEPV and PMM-TVT) will examine the complaint based on the information brought forward by the applicant, will assess the case, and decide whether the complaint is justified or not and will inform the applicant and the consortium on the decision taken. If the complaint is considered justified, the Evaluation Committee will notify the evaluators to re-evaluate the Service application. The evaluators will then provide the Evaluation Committee with an updated assessment. The final decision on the complaint will be communicated by the Evaluation Committee to the applicant in writing within 20 working days from the date of submitting the complaint. This decision will be final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds. For technical issues concerning the submission procedure, please contact Tom Fidjeland, tom@gcenode.no.

5. Monitoring and reporting process

5.1. ELBE TECHNICAL FOLLOW-UP: THE ELBE SHERPA

One ELBE 'Sherpa' will be assigned to each beneficiary. The 'Sherpa' will be a member of the consortium and will ensure the implementation of the service is going as planned. Beneficiaries will be assigned to their Sherpa after they have been awarded a service. When possible, the Sherpa will be the contact point of the SME to facilitate follow-up.

5.2. MONITORING AND PAYMENTS

The SMEs selected for ELBE Eurocluster training services will be monitored throughout the service implementation period. Payments will depend on the results of the monitoring.

The **first payment (70 % of the total amount)** will be sent to the beneficiary after the contract has been signed. If needed, a mid-term monitoring meeting will be organised.

The **final payment (30% of the total amount)** will be made at the end of the service implementation period and after the validation of the satisfaction survey and reception of the attendance certificate. The ELBE Eurocluster beneficiary shall provide the abovementioned documents maximum 1 (one) month after the end of the service implementation, as it will be defined in the contract.

The SME (ELBE Beneficiary) shall for each training module granted pay EURO 13 500 (thirteen thousand five hundred) to the service provider within 30 days after the SME received the first payment from the ELBE Partner.

6. Legal aspects

6.1. CONFIDENTIALITY AND DATA PROTECTION

GDPR compliance: The <u>General Data Protection Regulation (2016/679/EU)</u> guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with reference to confidentiality, personal identity and the right to data protection.

By applying, the applicant agrees on the storage and use of its personal data for the execution of the ELBE Eurocluster objectives and work plan. The ELBE Eurocluster consortium commits to handling personal data and company data confidentially except for the call results, which may contain information about successful ELBE Eurocluster Services' applications (service title, names of project partners and scope description (as provided by the project partner).

The processing of data that ELBE Eurocluster intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art. 24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

The applicants can exercise their rights towards the data controller, pursuant to article 12 of the GDPR. For any inquiries regarding the processing your personal data, please contact Marcos Suarez <u>msuarez@clusterenergia.com</u> Application, selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

6.2. GENDER EQUALITY

ELBE Eurocluster seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.

7. Disclaimer

Purpose: This text is explaining the ELBE Eurocluster Innovation Support Scheme for information purposes only. No rights can be claimed based on this document.

Funded by the European Union, views and opinions expressed are however those of the author only and does not necessarily reflect those of the European Commission or the European Innovation Council and SME Executive Agency (EISMEA). Neither the European Union nor the granting authority can be held responsible for them.

Mistakes or inconsistencies: The ELBE Eurocluster consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the ELBE Eurocluster partnership will determine the steps to be taken, in cooperation with the applicant concerned.

Consequential damages: In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive, or exemplary damages (including, without limitation, lost profits, business, or goodwill) suffered or incurred by such other party or its affiliates in connection with this innovation support mechanism, even if advised of the possibility of such damages.