

**H2020-EU.2.1.1. - INDUSTRIAL LEADERSHIP - Leadership in
enabling and industrial technologies – Information
and Communication Technologies (ICT)**

**ICT-10-2015 - Collective Awareness Platforms
for Sustainability and Social Innovation**



**PILOT SUPPORT SCHEME
Terms of Reference**



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Horizon 2020 research
and innovation
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1. OPENMAKER

OpenMaker offers a unique opportunity for Manufacturers and Makers to test and scale new partnerships as part of its aim to accelerate the **4th Industrial Revolution**. We are seeking strong and innovative applications from Maker-Manufacturer teams who aim to have a social impact on their surrounding communities. The 20 best proposals will receive a commission of €20,000 to develop their project.

1.1 Objectives

The objectives of the 20 commissions issued by OpenMaker are intended to:

- Foster collaboration between Makers and Manufacturers.
- Prototype innovations including products, production processes, supply or value chains, distribution or ownership.
- Encourage partnerships that are sustainable and deliver social impact.

1.2 What will the applicants get?

- Four accelerator programmes in Bratislava, Florence/Torino, Bilbao and Wolverhampton/Birmingham/Liverpool/Salford to enable partnerships between Makers and Manufacturers
- Support and mentoring to foster collaboration and achieve social impact
- A dedicated digital platform to support communication and enable relationships between Makers, Manufacturers and partners in the four hubs with access for other stakeholders and locations to participate
- User activities and preferences mapped through the platform that will provide knowledge on boosting partnerships to deliver greater productivity and social impact

1.3 What will the best partnerships get?

- 20 commissions of up to €20,000 each to the most promising partnerships (5 commissions supported by each Accelerator).

2. DEADLINES & SUBMISSION

Call official opening	18 September 2017
Deadline for registration of interest Via OpenMaker Digital Social Platform requiring (a) Completion onboarding form (b) Completion membership agreement	18 October 2017
Closing date for submission: (c) Idea submission via OpenMaker Digital Social Platform accessed via the OpenMaker web site http://openmaker.eu/	18 October 2017

Participants must register their interest by completing the onboarding form and the membership agreement via the OpenMaker Digital Social Platform by the dates above and submit their full application on the Digital Social Platform of the project, **by the final date of 18 October 2017.**

Please note that the link to the Digital Social Platform (needed to complete the onboarding form, the membership agreement and submit the application) will be available at the beginning of September. Please check our website: <http://openmaker.eu/> for updates.

The Application form template is available for consultation on the OpenMaker website at <http://openmaker.eu/wp-content/uploads/2017/08/PSS-Application-Template.pdf>. It requires a description of the innovation project, the team including the Manufacturer(s) and Maker(s) involved, the project plan and how the project delivers OpenMaker objectives.

Further conditions:

- Submissions must fulfil and respect the conditions of the commission as set out in this document.
- Joint submissions by a group of participants (“consortium”) are encouraged. Participants should appoint a 'lead partner' to represent them, act as the contact point for OpenMaker and coordinate activities.
- Submissions must be filled on the OpenMaker Digital Social Platform by the deadline (18 October 2017). The Link to the Digital Social Platform will be available from the beginning of September on the OpenMaker website <http://openmaker.eu/>.
- Submissions must be readable, accessible and printable. Incomplete submissions may be considered inadmissible.
- Submissions should be made in English, Italian, Slovak or Spanish for local jury evaluation (stage 1 and 2). However, for international jury evaluation (stage 3 and 4) all applications must be made in English. Support can be provided by the Accelerators, if needed.
- Submissions should include the costs incurred in connection with the project and necessary for its implementation. Examples of costs considered as directly linked to the implementation of the project are: a) participant’s time (hours/days) spent for the implementation of the project; b) travel costs and related subsistence allowances linked to the implementation of the project; c) materials and equipment.
- Submissions should not exceed 10 pages.
- Successful participants will be asked at a later stage for further documents (for legal entity validation, bank account validation, ethics review, declaration of honour on exclusion grounds, etc).

3. ELIGIBILITY

The commissions are open to Groups of Makers / Individual Makers and Manufacturers, who are not required to be incorporated but must evidence their legal status in their country of application. However, all submissions must be led by a partner who is a legal entity.

Submissions must be linked in their implementation to the four EU countries hosting OpenMaker – UK, Italy, Slovakia or Spain – and demonstrate a measurable impact in relation to the region or locality of their Accelerator.

Submissions should include at least one Maker and one Manufacturer. Shortlisted submissions will be required to evidence the partnership through a formal letter of agreement.

Both the Maker and Manufacturer, and more generally all the partners proposing an idea, should be “onboarded”, via the Onboarding form that can be found on the Digital Social Platform of the OpenMaker project. The Link to the Digital Social Platform will be shared at the beginning of September.

Participants will be excluded if they (or one of them) are in bankrupt, being wound up, having their affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures under national law, in breach of social security or tax obligations, or found guilty of professional misconduct, fraud, corruption, criminal organisation, money laundering, terrorism-related crimes or financing, child labour or human trafficking, or failed to comply with obligations under a procurement contract, grant agreement or grant decision.

Participants with a conflict of interest in the decision making process will also be excluded and any potential conflict of interest should be declared at submission stage.

If participants are unsure about the eligibility of their proposal or partnership they should check with their Accelerator prior to submission.

For any additional information or questions, participants can contact:

- in Bilbao: Garcia Valbuena, Jorge <Jorge.Garcia@tecnalia.com>
- in Florence/Turin: Marmo, Dario <dario.marmo@agenzialama.eu>
- In Bratislava: Billy, Lubomir <lubomir.billy@centire.com>
- in Liverpool/Salford/Wolverhampton/Birmingham: Rushton, Erika <erika.rushton@gmail.com>

4. COMMISSIONING CRITERIA

The commissions that best address the OpenMaker objectives will be awarded. The following criteria will be used for the assessment of the applications:

Criteria		Weight	Total points
1	Fostering collaboration between Makers and Manufacturers	2	20
2	Prototyping an innovation including products, production processes, supply or value chains, distribution or ownership.	1.5	15
3	Having the potential to deliver a local social benefit and / or a wider social benefit	1.5	15
4	Having the potential to be sustained, scaled or replicated	1	10
5	Having the opportunity to be applied and / or demonstrate potential within the marketplace	1	10
6	Being supported by a team with skills and dedication to implement / deliver the project	1	10
7	Being feasible / deliverable within the available resources and 9-month project timescale	1	10
8	Levering other resources, impacts or added value, being part of a wider strategy or programme	1	10
MAXIMUM TOTAL SCORE			100

5. SELECTION PROCEDURE

Pre-selection

Stage 1 All submission will be checked for eligibility. If any submissions are deemed ineligible those applicants will be advised at this stage by the Accelerators.

Stage 2 If there are more than 20 submissions in total and/or 5 submissions from any Accelerator a pre-selection panel (local jury) will be established. It will comprise two representatives of the local OpenMaker partner, who will evaluate the submissions against the 8 selection criteria presented above, and make a final pre-selection of 10 projects from each Accelerator location (40 projects in total).

Selection

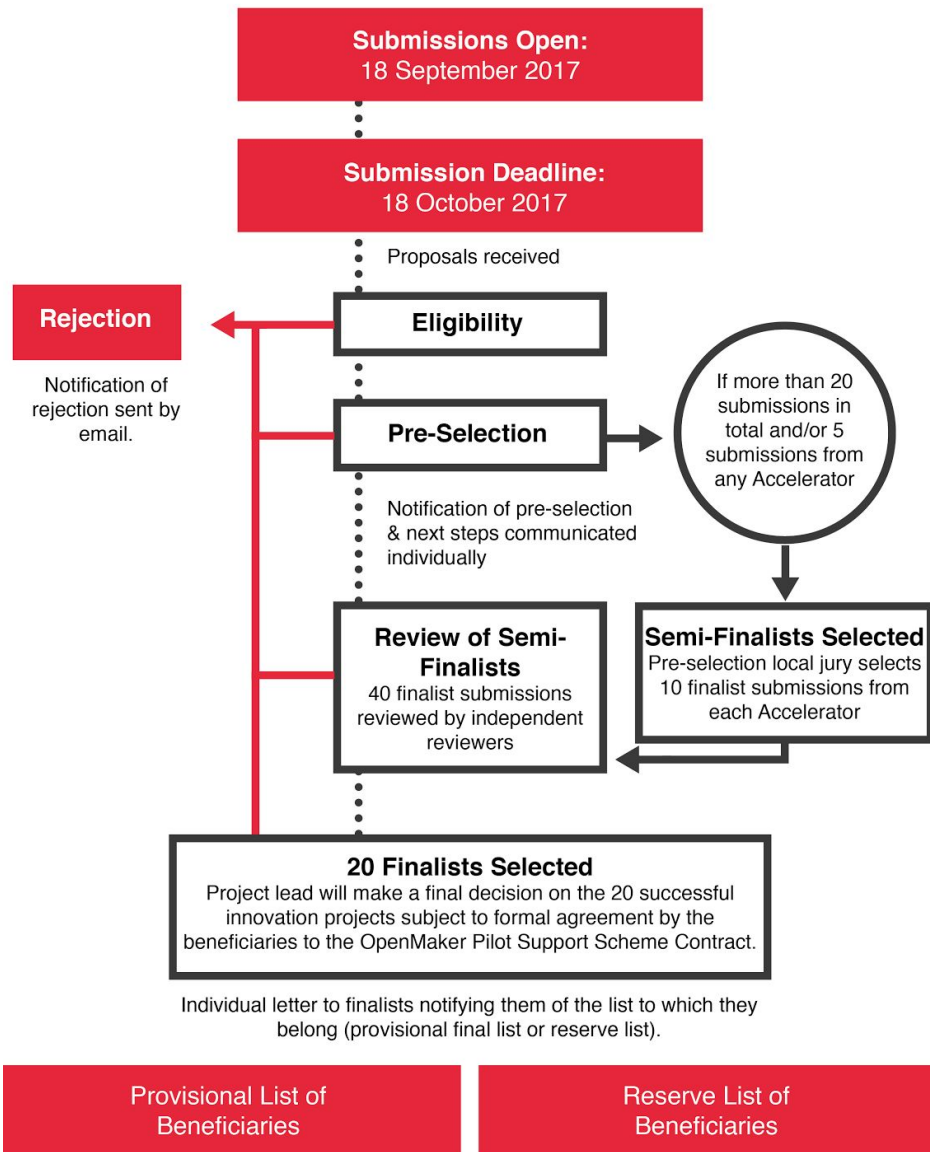
Stage 3 The 40 projects will be assessed by three independent reviewers consisting of a member the OpenMaker Advisory Board and 2 members of the international OpenMaker consortium.

Stage 4 The OpenMaker project lead will make a final decision on the 20 successful projects subject to formal agreement by the beneficiaries to the OpenMaker Pilot Support Scheme Contract.

A reserve list will be maintained and commissions offered to reserve projects in the event formal agreement is not secured. The evaluation is planned to take place between 18 October 2017 and 20 November 2017. All participants will be informed of the outcome.



APPLICANTS SELECTION PROCEDURE



6. SUB-CONTRACTING AGREEMENT SETUP PROCESS

The objective of this phase is to fulfil the legal requirements between the OpenMaker consortium partners (LAMA or Top-IX for Italy, Centire for Slovakia, Fundacion Tecnalia for Spain, Accord for UK) and every beneficiary of the call. The lead partner and partner(s) included in the Provisional List of Beneficiaries will have to provide all documentation required to prove their compliance with the Eligibility Criteria described in Section 3:

Lead partner:

1. Legal Entity form: signed and stamped. *Available for Private Companies at:*

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legal_entity_privComp_en.pdf

2. Legal existence: Company Register, Official Journal or similar, showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).

3. SMEs checklist: signed and stamped. Following a simplified version of the EC SMEs check list 5. In the event they declare being non-autonomous: the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations.

4. Financial identification form: signed by the SME and their bank and stamped. Provides information on the bank account where the funds will be transferred. Available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm

5. Additional financial information: Including headcount (AWU), balance, profit & loss accounts of the last closed financial year and the relation, upstream and downstream, of any linked or partner company.

6. Other supporting documentation: In cases where either the number of employees or the ownership is not clearly identified other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc.

7. Declaration: signed by statutory representative of the lead partner and stamped stating that:

- a. Partners are not submitting any other proposal to this same Open Call (internal check), as stated in Section 3.7.
- b. The same or similar Partners / Proposal has not been approved and therefore received funds from any other Accelerator Program or the accelerator which fund their proposal and the project name.

c. Partners will not take part in another Acceleration Program while participating in the OpenMaker Program.

Partner(s)

1. **Legal entity form:** signed and stamped.

Available for private entities at:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf

Available for individuals at:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_indiv_en.pdf

2. **Legal existence:**

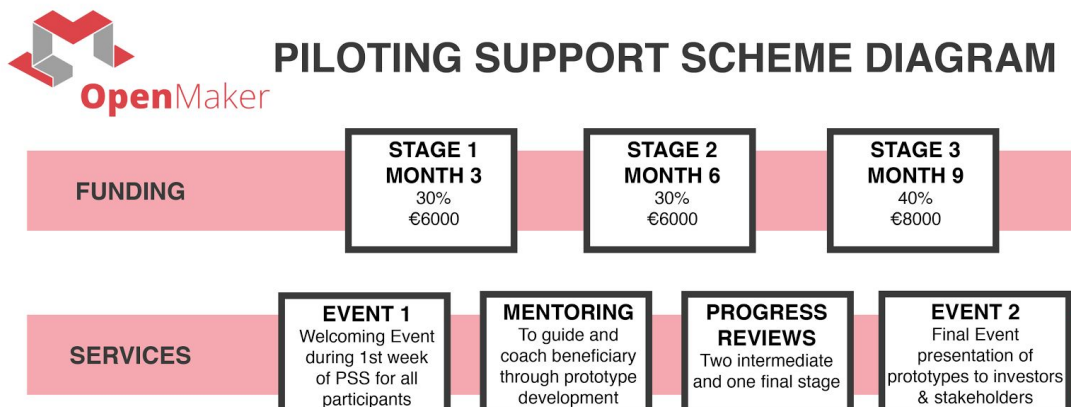
Private entities: Company Register, Official Journal or similar, showing the name of the organisation, the legal address and registration number

Individuals: A copy of the ID-card or passport of each participant in the project team

Documentation will be required within deadlines communicated to the “Provisional List of beneficiaries”. In case the requested information is not provided in time without clear and reasonable justification, this will end the ‘Sub-contract Agreement’ setup process and projects inside the ‘Reserve List’ will substitute the failing applicants inside the “Provisional List of beneficiaries” in order of ranking. Once all these formalities are covered the local accelerators (presented above), will sign the ‘Open Maker Sub-Contract Agreement’ with the final beneficiaries.

7. OPENMAKER PILOT SUPPORT SCHEME PACKAGE FOR BENEFICIARIES

The selected applicants will participate in a programme with a duration of 9 months and, subject to achievement of agreed milestones, participants will receive: €20.000 funding (non-refundable) to be delivered in 3 instalments.



All benefits are further detailed in the following sections.

7.1 Duration

The duration of the projects selected in the call will be up to 9 months.

7.2 OpenMaker Pilot Support Scheme Funding

Open Maker's funding scheme is based on the projects' deliverables. Each deliverable will be associated with a payment time. OpenMaker local Accelerators will unlock the funding in three tranches, subject to the achievement and validation of agreed milestones/deliverables (see Section 8.2).

- **1st Stage (Month 3): 30% (or 6 000 €)** once the 'Open Maker Sub-Contract Agreement' has been signed and the program deliverables for the first stage, indicated in section 8.2, validated by Mentoring Committee.
- **2nd Stage (Month 6): 30% (or 6 000 €)** once the criteria for the second stage have been completed and the deliverables, indicated in section 8.2, validated by Mentoring Committee.
- **3rd Stage (Month 9): 40% (or 8 000 €)** at the end of the acceleration program, if all the objectives are met, after the delivery and review of a final report on the prototype developed by Mentoring Committee.

Mentoring Committee is a provisional body created from the internal and external staff who may be involved in the pre-selection process at the local basis, who may provide mentoring support during implementation of innovation projects and who participate in regular reviews of implementation. The members may comprise also representatives of the financing partners. Mentoring Committee may have up to 5 members.

7.3 Open Maker Pilot Support Scheme

The Pilot Support Scheme includes the following Services:

- 1. Welcoming event.** Compulsory attendance. The event is organised in the first week of the Pilot Support Scheme Program to gather all winning initiatives, the Open Maker Team and mentors to discuss what lies ahead and share knowledge, experiences and expectations.
- 2. Mentoring.** Mentors assigned to each beneficiary, matched according to the specific project, stage of development, market strategies and capabilities of the team. Open Maker offer to each beneficiary multidisciplinary mentors with experience in innovation in the manufacturing sector. Mentors will guide and coach the beneficiary throughout the whole prototype development process helping them to meet deliverables.
- 3. Two intermediate and one final review** - Progress & prototypes evaluated by mentors and experts of the Open Maker community at the end of the third, the sixth and the ninth month of the prototype development process.
- 4. A final event.** An event of presentation of the prototypes developed, where investors and other interested stakeholders will be invited.

8. OBLIGATIONS OF BENEFICIARIES

8.1 European Commission Compliance

Each selected Beneficiary will sign the ‘OpenMaker Pilot Support Scheme Sub-Contract Agreement’ with one partner of the consortium (as indicated in Section 6). The funds awarded under the Sub-Contract Agreement are provided directly by each one of the partners as follows:

TECNALIA (SP) 5 contracts total of 100 000 €
 CENTIRE (SK) 5 contracts total of 100 000 €
 ACCORD (UK) 5 contracts total of 100 000 €
 LAMA (IT)/TOP-IX (IT) 5 contracts total of 100 000 €

8.2 Open Maker Pilot Support Scheme Reporting Requirements

Each beneficiary will have specific deliverables / objectives detailed in their Sub-Contract Agreement. Deliverables / objectives will be linked to the following milestones and the indicated timeline:

Month/ Milestone	Deliverables	Support
0	<ul style="list-style-type: none"> • Signature of Sub-Contract Agreement. • Validation of all the submitted documentation, including the work plan. 	M0 to M3 Mentoring activities
3 (M1)	<ul style="list-style-type: none"> • First version of the prototype (service, product and/or process). • Any other deliverable specifically included in the detailed sub-contract agreement. 	30% finance Mentoring activities
6 (M2)	<ul style="list-style-type: none"> • Second version of the prototype (service, product and/or process). • Any other deliverable specifically included in the detailed sub-contract agreement. 	M3 to M6 30% financing Mentoring activities
9 (M3)	<ul style="list-style-type: none"> • Third and final version of the prototype (service, product and/or process) developed and at Technology Readiness Level 3 (TRL 3 – experimental proof of concept). • Commercial and Marketing Plan. 	M6 to M9 40% financing Matching event on investors and other interested stakeholders

Beneficiaries, who fail to fulfil the conditions and deliverables included in their ‘Sub-Contract Agreements’ will be reviewed by the Mentoring Committee. The Mentoring Committee may decide termination of the Beneficiary’s participation in the program, or concede a period to remedy. In the latter case, the Beneficiary will receive a written notice requiring that such

breach be remedied within 30 days. A formal communication will be sent to Beneficiaries in case of termination of participation in the program.

9. INTELLECTUAL PROPERTY RIGHTS

9.1 Originality of the sub-contracted innovation projects

Applicants should base their proposals on original works and going forward any foreseen developments should be free from third party rights, or they are clearly stated. The OpenMaker consortium is not obliged to verify the authenticity of the ownership of the future products and services and any issues arising from third party claims regarding ownership are the sole responsibility of the sub-contracted parties.

9.2 Ownership of the sub-contracted project results

The ownership of all IPR created by Beneficiaries, via the OpenMaker funding, will remain with Beneficiaries, who will be the unique owners of the technologies and IPR created within the framework of their sub-contracted projects.

9.3 IPR obligations of the Beneficiaries towards the EC

There are no IPR obligations toward the European Commission (EC) but any communication or publication of the Beneficiaries shall clearly indicate that the project has received funding from the European Union, as well as the Open Maker project, displaying the EU and the Open Maker project logo on all printed and digital material, including websites and press releases. Beneficiaries will be required to agree that information regarding the projects selected for funding, can be used by OpenMaker for communication purposes.

9.4 Specific Provisions for Access Rights to Software

9.4.1 Access to Software

The Beneficiaries agree to publish and distribute Results that constitute Software under an Accepted Software License. Accepted Software License means any Free Software Licence, with a preference towards GPL, LGPL and AGPL.

9.4.2 Customisation of Access Rights

Unless otherwise agreed or provided by the Accepted Software License, Beneficiaries' Access Rights to Software do not include any right to receive Source Code or Object Code ported to a certain hardware platform or any right to receive Source Code, Object Code or respective Software Documentation in any particular form or detail, but only as available from the Beneficiary(ies) granting the Access Rights.

9.4.3 Controlled Licence Terms

The Beneficiaries will report to the Mentoring Committee any Software sources licensed under Controlled Licence Terms which they use to produce Results and what license is used for each of them.

9.4.5 Clarifications

For the sake of clarity, the Beneficiaries acknowledge that Results that are not Software but could be deemed to constitute a joint work with a Software, will be licensed under the terms of an Accepted License compatible with the terms of the license adopted for such Software.

9.4.6 Licensing of Results

Unless required by law or restrictions on third party intellectual property rights, the Results shall be published and distributed under an Accepted Software License or, in the case of Results which are not Software, under a Creative Commons License.