



**STRENGTHENING THE RESILIENCE OF TEXTILE,
AEROSPACE, AND CONSTRUCTION SMES TO
TRANSITION TOWARDS GREENER AND MORE DIGITAL
SECTORS WITH SOCIAL AND BUSINESS INNOVATION**

***Call for expression of interest for Travel Vouchers to
attend IN TRANSIT Matchmaking & Info Day in
Barcelona***

Grant Agreement number 101091494

Lead partner: Corallia



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1. ABOUT InTransit

IN TRANSIT aims to strengthen the resilience of textile, aerospace and construction SMEs towards greener and more digital sectors with social and business model, with a mixed support mechanism including individual assessment support and a lump sum and coaching to ensure their consolidation and sustainability.

IN TRANSIT will:

- Provide an open online collaborative platform involving innovation actors from the aerospace, construction, textile and advanced manufacturing sectors that will serve as a space for sharing best practices and as a matchmaking system for new ideas for innovation and circular economy and new collaboration partnerships.
- Foster cross-regional and cross-sectoral links with dedicated learning visits in combination with innovation workshops and matchmakings to establish the seed for collaboration among sectors by identifying potential partners for commercial and innovation cooperation that will ultimately generate growth opportunities for SMEs.
- Increase resilience of SMEs by supporting their transition to more sustainable business models financing of a feasibility study, prototyping, pilot testing, demonstrating, procurement of further specialized consultancy services and coaching services that cannot be provided directly by the project partners, an adaptation of business processes, option to access to DIHs testing facilities, the introduction of new IT solutions, and social innovation strategies.
- Scale-up support to leverage additional funds. In Transit will connect successful SMEs with other initiatives for scaling up the innovations.

1.1 About the event

The IN TRANSIT Matchmaking & Info Day is one of the key events organised to support community-building and networking across the key sectors of IN TRANSIT: Aerospace, Construction, Textile and Advanced Manufacturing. The event will also feature the presentation of the 1st INNOVATE Open Call launched by IN TRANSIT.

During this event, participants are encouraged to establish contacts and synergies with other participants to develop collaboration projects. We will provide a virtual space within the IN TRANSIT Community Platform to pre-arrange B2B meetings. You will be able to schedule meetings with other on-site participants and discuss potential collaborations.

You will also gain access to the Digitalisation and Circular Economy Diagnostic Tool, developed by IN TRANSIT to identify the digital priorities of each company and provide a tailored analysis on which technologies can contribute to your business growth.

Finally, the IN TRANSIT team will be available during the event to review concepts and provide feedback to better prepare your applications. This is a unique opportunity for SMEs to jointly promote solutions thus strengthening companies in the target sectors thanks to the transition towards greener and more digital activities with social and business innovation.

We will wait for you on 31 May 2023 in the **HOTEL CATALONIA PLAÇA CATALUNYA** (Bergara, 11, 08002 Barcelona) in Barcelona! You may find the event's agenda below.

IN TRANSIT Matchmaking & Info Day – Barcelona, 31 May 2023	
9:30 – 10:00	Welcome coffee & registrations
10:00 – 10:45	IN TRANSIT project presentation <ul style="list-style-type: none"> • IN TRANSIT introduction • Overview of planned open calls • Results from IN TRANSIT cross-sectorial need assessment and citizen's feedback Presentation of IN TRANSIT 1 st INNOVATE call <ul style="list-style-type: none"> • Overview of the call • How to apply • Q&A Testimonials from SMEs that received EU funds for cross-sectorial projects in aerospace, construction, textile and advanced manufacturing sectors
10:45 – 11:30	Digitalisation & Circular Economy Diagnostic <ul style="list-style-type: none"> • Presentation of the IN TRANSIT Diagnostic Tool • 1:1 analysis of companies' priorities and opportunities
11:30 – 13:00	B2B Meetings & IN TRANSIT consortium office hours – 30' slots
13:00 – 14:00	Networking lunch
14:00 – 16:00	B2B Meetings & IN TRANSIT consortium office hours – 30' slots
16:00 – 17:00	Networking drinks & end of the event

* IN TRANSIT consortium reserves the right to change dates or cancel the call at any time, change its provisions or extend it. In those cases, we will inform all applicants of such changes.

** IN TRANSIT reserves the right to change the agenda of the day at any time. In case of changes that will impact the start or end time of the event, we will inform all applicants.

*** Subject to sanitary conditions. In case the event is cancelled due to sanitary reasons prior to the deadline, all the applications will be rejected.

Please check the latest version of the schedule on the IN TRANSIT [website](#).

2. CALL FOR EXPRESSION OF INTEREST

This Travel Voucher Call for Expression of Interest (Eoi) has been launched in order to engage SMEs in the participation of the **IN TRANSIT Matchmaking & Info Day in Barcelona on the 31st of May 2023**.

These Travel Vouchers are meant to provide the financial support needed to attend the events held by the host organisation.

This call for Expression of Interest is **public**.

Call for Eol key facts

- **Call publication date:** 27/03/2023
- **Submission deadline:** 02/05/2023, 17h CEST
- **Submission online platform:** <https://calls.intransitproject.eu/>
- **Eol evaluation period:** 03–05/05/2023
- **Eol ranking and announcement of results:** 08/05/2023
- **Total call budget:** 18.000,00€
- **Travel voucher lump-sum amount:**
 - **International travel:** 1.000,00€
 - **National travel (above 300km):** 500,00€

2.1 Allocated Financial Support

The total budget reserved for this Expression of Interest call is 18.000,00€. The consortium reserves the right to increase the total budget within a maximum of 20%.

2.2 Financial Support Calculation

Travel vouchers are lump-sum funding calculated based on the per diem for the event and a fixed sum for travel. For the specific event under this call for Eol both national and international travel will be considered, according to the following distribution:

- International travel: 750€
- National travel (above 300km): 250€

The specific per diem for the event amount to 250€, with 1 eligible per diem for the event.

Therefore, the **total travel voucher lump sum for international travel amounts to 1.000€** and for **national travel (above 300km) amounts to 500€**.

Applicants are entitled to apply and benefit from more than one type of IN TRANSIT vouchers, with a combined maximum funding of 50.000€ per SME. In cases where the maximum funding might be reached, IN TRANSIT will adjust the total value of the travel voucher to enforce this limit.

3 APPLICATION

3.1 Who can apply?

Expressions of interest will be eligible only if **all the following conditions** are met:

1. Applicants must be a small or medium sized enterprise (SME).
 - i. Companies must declare their SME status in accordance with the SME definition of the European Union as part of the application via [this link](#); in case of partner or linked companies, consult the guide of the SME definition via [this link](#).
 - ii. SMEs must be active in one of the following sectors:
 - a) Aerospace
 - b) Construction
 - c) Textile
 - d) Advanced manufacturing

2. Applicants must be established or with a branch office in one of the 27 EU members states.
3. Expressions of Interest must be written in English (applications partially written in another language are not eligible) and must not exceed the maximum number of characters stated in each text box of the application form.
4. Applications must be submitted through the web-based system by the deadline indicated in the Expression of Interest call.

Maximum one application will be granted per SME per IN TRANSIT event.

In case a SME has received a travel voucher from other Calls for EoI for this specific event, the application will be considered ineligible.

Applicants can participate in more than one event up to cumulative 4.000€ in financial contribution from travel vouchers.

In any case, the total financial contribution to individual SMEs from the different IN TRANSIT vouchers cannot exceed the limit of 50.000€ per SME.

3.2 Activities eligible for financial support

The Travel Voucher covers the expenses of participants **to attend the IN TRANSIT Matchmaking & Info Day in Barcelona on 31 May 2023.**

As part of the activities, participant must hold at least 5 B2B meetings scheduled through the IN TRANSIT dedicated B2match event.

IN TRANSIT team will provide support to selected applicants to promote the meeting arrangements and registration to the Community platform.

3.3 The application process

SME applicants must submit their **application form through the IN TRANSIT submission platform** (<https://calls.intransitproject.eu/>) before the **deadline**, 02/05/2023 at 17h CEST.

All the information provided must be complete and valid. After the submission, all the applicants will receive a confirmation email with the registered date and time of the submission.

4 FUNDING SCHEME

4.1 General payment terms

- All payments will be made in Euros (€).
- Costs incurred for the travel must be used for the sole and close purpose of the participation in the event indicated in the application, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.
- Submissions of an application does not constitute an entitlement for funding.
- The recipients of the (financial) support from IN TRANSIT (“Beneficiaries”) must ensure that the [European Commission](#), the [European Anti-fraud Office](#) (OLAF), the [European Public Prosecutor’s Office](#) (EPPO) and the [Court of Auditors](#) (ECA) can exercise their powers of control on documents, information, even stored on electronic media or on the final recipient’s premises.

4.2 Beneficiaries' obligations

4.2.1 Supporting documentation

The participant must – for a period of 5 (five) years after the payment of the balance – keep records and other supporting documentation to prove the proper implementation of the action. They must make them available upon request or in the context of checks, reviews, audits or investigations.

If there are ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims under the grant agreement (including the extension of funding), the participant must keep the records and other supporting documentation until the end of these procedures.

The participant must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. Non-original documents may be accepted if they offer a comparable level of assurance.

4.2.2 Financial capacity

The participant must have the financial capacity to carry out the travel described in their proposal and to properly manage the financial support granted to them.

Each participant **must be in alignment with the following** situations:

- Is no bankrupt or being wound up, is not having affairs administrated by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Is in compliance with its obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established;
- Is not subject to a conflict of interest in connection with the grant.

4.3 Which are the payment terms per voucher?/ Payment scheme

The payments of the **lump sum of 1.000€ for international travel** and **of 500€ for national travel (above 300km)** will be made within 30 days from the completion of the activity (signature of attendance sheet and having at least 5 B2B meetings) **and** the submission of the final survey, whichever is later.

In case the company has already received other funding from IN TRANSIT calls, this lump-sum could be reduced to limit the accumulated funding to the SME to a maximum of 50.000€.

5 EVALUATION AND SELECTION CRITERIA

Travel Voucher applications will be gathered and assessed by CORALLIA with a first on-rolling eligibility check and the objective scoring at the deadline.

Submitted applications that have been considered eligible will be ranked based on the objective scoring and approved by the IN TRANSIT Evaluation Committee consisting of representatives of IN TRANSIT partners.

The evaluation and ranking of the applications are based on a set of objective criteria in addition to the above-mentioned main eligibility requirements. The following table explains the different aspects which will be considered for each evaluation criterion.

Evaluation Criteria	Sub-Criteria	Max Score
1. Sectorial Balance (20%)	Inversely proportional to the number of applicants by each IN TRANSIT sector	20
2. Submission Time (30%)	Eol submission time ranking, with 3-point decrements <i>(no negative scores will be awarded)</i>	30
3. Gender Balance (10%)	Inversely proportional to the number of applicants	10
4. Network Participation (20%)	Membership in an IN TRANSIT partner	20
5. Cross-border Participation (20%)	Is the travel voucher requested cross-border?	20
Total Score		100

In case of tied scores, the IN TRANSIT Project Coordinator will prioritise based on the score of Cross-border Participation, Sectorial Balance, Gender Balance, Network Collaboration and, lastly, Reception Time.

All participants subject to travel vouchers will be notified by email at least 20 days prior to the event, with the outcome of the evaluation and selection procedure with instructions for further steps in case the applicant is awarded a Travel Voucher. By this time, the selected applicants will also be requested to sign a formal **sub-grant agreement** with Corallia, the IN TRANSIT representative in charge, within ten days from notification.

Please note that in the case of the provided travel vouchers, costs may be eligible as from the date of the official announcement of the results and provided that all other conditions for cost eligibility are met according to the “IN TRANSIT Call for expression of interest for Travel Vouchers to attend IN TRANSIT Matchmaking & Info Day in Barcelona”. Submission of an application does not constitute an entitlement for funding.

5.1 Sub-Criteria

Sub-Criteria will be calculated as follows.

1. Sectorial Balance (20%)

Score for Sector X:

$$20 * (Total \# \text{ of applications} - \# \text{ of Sector X applications}) / (Total \# \text{ of applications})$$

2. Submission Time (30%)

Chronological order:

- 1st submission = 30 points
- 2nd submission = 27 points
- ...
- 10th submission and afterwards = 0 points

3. Gender Balance (10%)

Score for Gender X:

$$10 * (Total \# \text{ of applications} - \# \text{ of Gender X applications}) / (Total \# \text{ of applications})$$

4. Network Collaboration (20%)

Formal membership in an IN TRANSIT partner:

- Yes = 20 points
- No = 0 points

5. Cross-border Participation (20%)

Cross-border travel:

- Yes = 20 points
- No = 0 points

6 MONITORING AND REPORTING PROCESS

Participants will have to sign the attendance sheet for the day of the event for which they have received a Travel Voucher. The lack of signature is considered a breach of the sub-grant agreement and will invalidate the Travel Voucher awarded.

Participants will have to schedule and participate in at least 5 B2B meetings scheduled through the IN TRANSIT dedicated B2match event. The lack of active participation (holding at least 5 B2B meetings) is considered a breach of the sub-grant agreement and will invalidate the Travel Voucher awarded.

Maximum 1 (one) month after the eligible event, as it will be defined in the sub-grant agreement, the IN TRANSIT beneficiaries will have to respond to the event survey, which purpose is to evaluate the degree of fulfilment of the goals of the event and the expected potential impact generated by the attendance in the event.

CORALLIA, as IN TRANSIT representative, will pay the Travel Voucher to participants that had completed their obligations (attended and signed the attendee list, completed the B2B meetings, completed the survey) within 30 days after the fulfilment of all the requirements.

7 CONTACT DETAILS AND COMPLAINTS

For any enquiries regarding the IN TRANSIT Travel Vouchers, please contact us at the following address: travelvouchers@intransitproject.eu.

For any complaints regarding the IN TRANSIT Travel Voucher results, please write an email to travelvouchers@intransitproject.eu within 3 natural days after the announcement of the Travel Voucher results. Your email should include the following information:

- Platform username and application name
- Lead contact name and details
- Object of your complaint
- Information and evidence of the alleged breach

At least 2 members of the IN TRANSIT Evaluation Committee, which consists of representatives of the IN TRANSIT partners, will examine the complaints based on the information brought forward by the applicant, will assess the case and decide whether the complaints is justified or not and will inform the applicant on the decision taken. If the complaint is considered justified, the IN TRANSIT Evaluation Committee will re-assess the application and the related assessment part, subject to the complaint. The final decision on the complaint will be communicated by the IN TRANSIT Evaluation Committee to the applicant in writing within **10 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 us at the following address: travelvouchers@intransitproject.eu

8 DATA PROTECTION

GDPR compliance: The General Data Protection Regulation (2016/679/EU) 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 particular 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 IN TRANSIT objectives and work plan.

The processing of data that IN TRANSIT 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.

Data controller: FUNDACIÓN CORPORACIÓN TECNOLÓGICA DE ANDALUCIA (CTA).

Address: Calle Albert Einstein s/n, Sevilla, 41092, Spain

VAT number: ESG91452953

Contact details: data@intransitproject.eu

Data we process: the IN TRANSIT consortium will be processing mainly data coming from:

- Representatives and contact person from the applicants to the IN TRANSIT Call for Expressions of Interest for travel vouchers.
- Representatives and contact person from the partners of the IN TRANSIT consortium.
- As part of carrying out the projects, the partners and the applicants transfer personal data to IN TRANSIT consortium, making it possible to identify and contact (first & last name, organisation, function, business e-mail address, message, consent) their employees due to their job titles or third parties involved in the project, such as experts. In this case, the partner remains responsible for supplying the legal information to the people involved in the processing operations prior to or when the data are collected.
- Information about successful IN TRANSIT voucher applications that will be made publicly available before the end of the project containing: event title and list of companies participating.
- Information about successful IN TRANSIT voucher types that will be made publicly available after the end of the project: event title and list of companies participating.

Purpose of the processing: the purpose of processing partners and applicant's data is:

- To run an open call and collect data necessary to evaluate applications and financing the projects.
- To manage this application form and the consequent project selection process.
- To compile files on members of the consortium, partners and people likely to contribute to the projects due to their job titles or expertise.
- Communication on the events.
- Sending a newsletter and information about events related to the projects.
- Compiling statistics related to the projects.

Lawfulness:

(a) **Legal basis for the applicants processing of personal data:** The legal basis for this processing is the performance of selections of projects for the financing (art. 6.1, 'b', GDPR).

(b) **Legal basis for other processing of personal data:** informed consent (art. 6.1. 'a' GDPR).

Recipients:

Third-party intervention:

IN TRANSIT, while conducting its undertakings, may authorise third parties (as defined in number 10 of article 4 of the GDPR) to process personal data which are under IN TRANSIT's domain, to comply with legal duties, pre-contractual or contractual obligations and/or as indispensable means of performance of IN TRANSIT's statutory goals. Said third parties can be public authorities, namely in charge of auditing tasks, project, activity or service partners.

To comply with the GDPR requisites, IN TRANSIT shall require the previous and mandatory consent to the data subject for this specific processing.

Processor intervention:

IN TRANSIT, while conducting its undertakings, may subcontract third entities (as defined in number 8 of article 4 of the GDPR) to process personal data on IN TRANSIT's behalf. To comply with the GDPR requisites, IN TRANSIT shall require the previous and mandatory consent to the data subject for this specific processing.

Period of data storage: Personal data will be stored for the period defined by legal rules or, in their absence, for the strict time needed for the fulfilment of the processing purpose, taking in consideration the legal basis for said processing, as well as all the remaining requisites and time periods determined by law, namely the lapse terms for legal actions based on the correlated rights.

Accordingly, in all cases where a mandatory storage period is determined by law, the right to erasure of personal data as stated in Article 17 of the GDPR can only be exercised by the data subject after said period is lapsed.

IN TRANSIT shall store the personal data for the strict period of time needed for the fulfilment of the data processing purpose, as well as its erasure (or anonymisation, if and when applicable/ needed) immediately after said period and/ or upon the data subject's request, always considering the above-cited exceptions and all legally defined terms.

Rights: The applicants can exercise their rights towards the data controller, based on article 12 of the GDPR. For any inquiries regarding the processing your personal data, please contact data@intransitproject.eu

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

9 GENDER EQUALITY, DIVERSITY AND SOCIAL INCLUSION

IN TRANSIT 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.

10 DISCLAIMER

Purpose: This text is explaining the IN TRANSIT support mechanism for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Commission and EISMEA.

Mistakes or inconsistencies: The IN TRANSIT consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the IN TRANSIT Consortium 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 voucher scheme, even if advised of the possibility of such damages.

Direct Damages: IN TRANSIT's liability for direct damages will be limited to the amount of the financial contribution awarded to the applicant pending of payment.

Gender equality: IN TRANSIT 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.