



This Project is funded by the European Union

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## **CALL FOR EXPRESSION OF INTEREST Under Competitive negotiated procedure**

Individual Experts or companies to be appointed for organizing meetings and events in the framework of the ADRIATIC IPA Cross-border Cooperation Programme 2007-2013 funded project: Smart Network and Sustainable Innovation Cluster to increase RDI Competitiveness of SMEs in the Adriatic - SMART INNO

ERFC, Corfu, Greece  
14/01/2014

## 1. Aim of the call

This call of expression of interest is published by European Regional Framework for Co-operation (ERFC) in the framework of the implementation of the project called "SMART INNO: Smart Network and Sustainable Innovation Cluster to increase RDI Competitiveness of SMEs in the Adriatic" funded by the ADRIATIC IPA Cross-border Cooperation Programme 2007-2013.

The aim of the call is to collect the expression of interest of companies or individual experts which are willing to respond further to the detailed tender dossier (if short-listed) and bid for undertaking specific tasks for the successful implementation of the project's activities that are detailed here below.

Individuals or companies preliminarily interested should express their interest via either e-mail to the following address: [erfc@otenet.gr](mailto:erfc@otenet.gr) or post or by hand delivery to the following address: 33 Platonos str., P.C. 25100 Aegion, tel Aegion: +30 26910 60427 fax: +30 2691062904/ e-mail: [erfc@otenet.gr](mailto:erfc@otenet.gr), till 14/02/2014. They should send a letter of interest as well as their profile with references related to the activities hereunder. Shortly after, ERFC will prepare a short list of suitable and interested companies / individuals who will be invited to participate in the second step of offering their services replying to a detailed tender dossier with Annexes which will be communicated to them.

## 2. Description of activities

The experts or companies will have to undertake tasks within the following **Group of project Activities (GAs)**:

The experts will have to undertake tasks within the following Group of project Activities (GAs):

**GA 1:** The aim of this GA is to organize the following meetings/events which are related either to the project smooth implementation or to the dissemination of the project and project activities and results. The external contractor will organize a project transnational management meeting (Steering Committee meeting), workshops to bring together innovative SMEs, academic researchers; and VCs, business angels and other investment groups to present research results and innovative products, in view of fostering business collaboration. Also a transnational conference will be held in order to improve transnational exchange and involvement of key regional stakeholders and policy makers and a workshop for national and regional policy makers will be organized in order to keep them involved till the end of the project.

### Activity 1.1 Organization of a Steering Committee meeting

The following requirements have to be observed:

- Preparation and organization of the Steering Committee meeting
- Facilities for the organization of the Steering Committee meeting
- Catering for the participants
- Production of e-promotional material in Greek language & e-publications, e-newsletter

### Activity 1.2 Organization of a Regional workshop for dissemination

The following requirements have to be observed:

- Preparation and organisation of the Regional workshop for dissemination
- Facilities for the organisation of the Regional workshop for dissemination
- Catering for the participants

### Activity 1.3: Organisation of transnational conference

The following requirements have to be observed:

- Preparation and organisation of the transnational conference
- Facilities for the organisation of the transnational conference
- Catering for the participants

### Activity 1.4: Organisation of a workshop for national and regional policy makers

The following requirements have to be observed:

- Preparation and organisation of a workshop for national and regional policy makers
- Facilities for the organisation of a workshop for national and regional policy makers
- Catering for the participants

The Consultant should provide in its offer the timing, sequence and duration of the proposed activities, taking into account the mobilisation time. During the inception phase the Consultant and the Contractor will agree about the detailed time schedule for implementation of the above activities.