

# Eurogia<sup>2030</sup>



## REGULATIONS

### Overview for **EUROGIA2030** Project Proposer

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## 1 EUROGIA2030

### 1.1 Rationale:

EUROGIA2030 is the continuation of EUROGIA2020 and EUROGIA+, the EUREKA Cluster for low carbon energy technologies, that has been running from June 2008 until April 2021. It will address all the required transformations of the world energy system to make it more sustainable, by accelerating the technology developments in low carbon energy technologies. These are indispensable milestones for the “climate goals” of the future and to guide Europe through an economic and green energy resurgence.

EUROGIA2030 proposes a systemic approach which is mandatory to cope with the huge challenges the world is facing today to:

- Satisfy the energy demand and its continuous growth.
- Fight against climate change and reduce greenhouse gas emissions.
- Prepare for the transition from fossil fuels to renewable energies while continuing the decarbonization of the energy chain, and ultimately migrating towards, among others, the hydrogen economy.

***EUROGIA2030 relies on what follows, that represents EUROGIA+ Charter:***

#### 1.1.1 Growth of energy demand

World energy demand is projected to grow by more than 50% by 2030 (IEA), thereby increasing CO2 emissions accordingly, with the devastating consequences that everyone knows. The global race for cheap and secure energy sources has started, which are not necessarily the most environmentally friendly ones.

#### 1.1.2 The energy mix

As the only European program covering the entire energy value chain, EUROGIA2030 will be THE tool to turn the climate change challenge into an opportunity to create the jobs that will help prevent the dire consequences of increasing Greenhouse Gas (GHG) emissions.

We want EUROGIA2030 to be the real full energy mix program, without any restriction, but with the fundamental principle to produce and consume energy respectfully of the environment. This includes:

- Making renewable energy sources truly economic and robust, solving the intermittency issue with novel energy storage and energy conversion technologies
- Reducing GHG emissions and making use of the more than 30 Gt of CO2 produced yearly in



- Leveraging the new resources of gas, and the traditional resources of coal, to ensure the required transition in the 2 or 3 coming decades is carried out with more efficient, less polluting processes
- Improving energy efficiency and energy management (including positive energy buildings; distributed, coupled and hybrid systems) in all end uses
- Developing energy management with intelligent networks technologies, smart grids, and cost-effective energy storage on all scales
- Ensuring security of supply for example by making shale gas more environmentally acceptable or providing the mineral resources needed for energy technologies
- Satisfying the continuously growing worldwide demand for energy while achieving a long-term decarbonisation of the energy chain, for example through development of supply, transport, storage and use of hydrogen

**EUROGIA2030 mission:**

Mitigate the energy consumption growth by providing cleaner and safer technologies and processes to produce energy from all available resources in the energy mix, from fossil to renewable energy sources.

## 1.2 EUROGIA2030 Critical technologies and Enabling technologies:

Note: The following lists are not exhaustive

Energy generation	<ul style="list-style-type: none"> <li>Wind</li> <li>Solar</li> <li>Geothermal</li> <li>Biomass</li> <li>Marine Renewable Energies</li> <li>Oil &amp; Gas, Green Coal</li> <li>Other</li> </ul>
Energy storage	<ul style="list-style-type: none"> <li>Batteries</li> <li>Fuel cells</li> <li>Thermal storage</li> <li>Hydrogen storage</li> <li>Other</li> </ul>
Energy efficiency System operation	<ul style="list-style-type: none"> <li>Smart grid</li> <li>Micro grid</li> <li>Smart meters</li> <li>Zero Carbon Buildings</li> <li>Co-generation &amp; CHP</li> <li>Electronics &amp; appliances</li> <li>Smart Sensors</li> </ul>
Energy Management technologies & services	<ul style="list-style-type: none"> <li>Demand Side Management</li> <li>Demand forecast</li> <li>Energy as a service</li> </ul>
Electric Vehicles	<ul style="list-style-type: none"> <li>Batteries</li> <li>Fuelling/charging infrastructure</li> </ul>
ICT for Energy Applications	<ul style="list-style-type: none"> <li>IoT</li> <li>AI</li> <li>Data storage</li> <li>Blockchain</li> </ul>
Decarbonizing Technologies	<ul style="list-style-type: none"> <li>Carbon Capture &amp; Storage &amp; Utilization</li> <li>Monitoring</li> <li>Equipment and material innovation</li> </ul>

### 1.3 EUROGIA2030: Timeframe:

The time frame for EUROGIA2030 is **4 years** 2021 => 2025, to start. Equivalent to the ECP period (Eureka Cluster Programme).

## 2 Structure of the EUROGIA+ Association

### 2.1 Purpose of the EUROGIA+ Association:

EUROGIA+ Association has been implemented for performing the EUROGIA2030 cluster, the Association including a Board and a Technical Committee composed of representatives of the Board members and of Research institutes/Universities.

The scope and purpose of the Association is to stimulate, select, organise and co-ordinate R&D projects within the goals of EUROGIA2030, to be executed by the EUROGIA2030 Projects' Participants.

### 2.2 Basic principles:

- The EUROGIA2030 Program is industrially guided with regard to its strategy, goals and management.
- The EUROGIA+ Association is set up according to the Frame Agreement.
- The composition of the executive bodies reflects an appropriate mixture in respect to countries, fields, and levels of activity.
- The EUROGIA+ Association is a not-for-profit association.
- The EUROGIA+ Association has no direct financial control over the EUROGIA2030 Projects performed. Technical know-how, ownership of results and responsibility for project management, execution and reporting remain with the EUROGIA2030 Projects Participants.

The EUROGIA+ Association Bodies are:

### 2.2.1 EUROGIA+ Board:

The Board comprises **industrial Members** that are voting Members.

Each Board member has a representative to the Technical Committee

The **tasks** addressed by the Board consist of:

- Program strategy and coherence
- Communication with Public Authorities
- EUROGIA2030 Projects Labelling
- Program Communication & Marketing
- Responsibility for the EUROGIA + Office
- Approval of Evaluation experts' list
- Bi-annual program reviews
- Ad-hoc Working Groups for issues of common concern (e.g. legal / contractual questions).

### 2.2.2 EUROGIA+ Executive Committee

The Executive Committee of the EUROGIA + Association is appointed by the Board and composed by

- A President,
  - Vice-president,
  - General Manager Office Director
  - Secretary General
  - Treasurer
- 
- President is the Chairman of the Board. He is also the authorized representative and spokesperson of the Association. He shall arrange and preside the Board meetings. He has industrial background being recognised in governmental and industrial circles.
  - Vice-President is the representative and Chairman of the Technical Committee. He receives his task description from the Board and reports to the EUROGIA+ President. He is put in office against conditions to be defined by the EUROGIA+ Board. The powers of the EUROGIA+ Vice-President will be decided during a Board meeting by unanimous consent of all the members of the Board present or represented by proxy. The Vice-President represents the Technical Committee in the Board.
    - General Manager is responsible for the "Operations" he receives his task description from and reports to the EUROGIA+ President.
    - Office Director is responsible for managing the Office, organize the Calls for Proposals, as defined in the Frame Agreement and interface with the E+PAC, as defined in the Frame Agreement, the national funding authorities and with the EUREKA Secretariat in Brussels.
  - The Secretary General and the Treasurer receive their task descriptions from and report to the EUROGIA+ President.



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Tasks of the Executive Committee are to manage and implement the day to day operations, administrative work and legal obligations.

An Office, suggested by the President and accepted by the Board, will handle the administrative and legal organisation (such as convening of the Board, preparation of minutes of the meetings). Its power will be decided during a Board meeting by the Board by unanimous consent of all the members of the Board present or represented by proxy.

### 2.2.3 EUROGIA+ Technical Committee:

The Technical Committee comprises experts **from Industry and Research Institutes**.

The industrial Members are voting Members. They are representative of the companies involved in the Board.

The research institutes Members are advisors to the T.C. and they are non-voting Members.

Each future representative of a Board member and/or of a university and/or Research Institutes shall sign the Declaration for members of the EUROGIA+ Technical Committee as set out in **Annex C** of the Frame Agreement, to become members of the Technical Committee. Any expert participating to a Technical Committee meeting (and who has not signed before an Annex C and an Annex D) will sign an Annex D (as defined in article 8 below)

The T.C. should comprise 2/3 of its members for the evaluation of the projects.

The Technical Committee Chairman is the vice-president of the EUROGIA+ Association.

The Technical Committee membership addresses several main core domains based on the critical technologies.

The **tasks** addressed by the Technical Committee consist of:

- technical evaluation of proposals and evaluation reports preparation
- recommendations in strategic orientations
- recommendations to the Board for EUROGIA2030 Projects selection/labelisation and priority setting/scoring
- proposal and monitoring of the evaluation experts' list

#### 2.2.4 EUROGIA+ Office:

The EUROGIA+ Office personnel comprises, based on the activity level, a Technical Administrator and other Personnel as deemed necessary by the Board.

The tasks addressed by the EUROGIA+ Office are:

- Implementation of communication plans to attract project proposals
- Project proposals submission & evaluation process management
- Communication with Public Authorities as directed by the Board
- EUROGIA2030 Projects implementation monitoring process management
- Reporting process management (internal and external)
- Office administration support (Website, Accounting-Fees collection)
- Monitoring of the Association's operations, recommendations to the Board
- Liaison and support with associated networks (Regional Clusters, Professional Associations)

#### 2.2.5 EUROGIA+ General Assembly

The General Assembly of the EUROGIA+ Association comprises the Members of the Association, as defined in the Articles of Association. The general Assembly meets once a year.

The agenda of the General Assembly addresses the following topics:

- Annual activity report from the Board
- Financial report
- Approval of the EUROGIA2030 Programme

## 3 EUROGIA2030 Projects management process

### 3.1 Project initiation

- The technology domains that EUROGIA2030 can address are defined in the White Book and as such will allow potential EUROGIA + Project Participants to formulate project proposals.
- The EUROGIA2030 Programme is open for applying project partners who are able and willing to contribute significantly to the strategic and technical goals of EUROGIA2030 and to comply with the rules of EUROGIA2030 described in the White Book.
- Project proposals may be submitted on a permanent basis, however, Calls for Proposals are organised three times a year to streamline projects evaluation and labelling.

- The project proposals are selected by the EUROGIA+ Association and based on the principles given in the EUROGIA2030 White Book and the Technology Roadmap agreed with the Public Authorities (basic evaluation guidelines).
- The participation of an applying project partner in a EUROGIA2030 Project requires the willingness of the respective Public Authority from his/her country to support EUROGIA2030 in accordance with EUREKA rules.

### 3.2 Project evaluation:

Project proposals are technically evaluated in two steps:

- A “**Project Outline**” (PO) is to provide information for pre-selection. Pre-selected consortia will then be invited to prepare:
- A “**Full Project Proposal**” (FPP).

**Remark:** once a PO is pre-selected, participants are invited to engage discussions with their Public Authorities to assess eligibility for financial support.

The PO and FPP will be evaluated and selected according to:

- the technical and strategic relevance for the EUROGIA2030 core technology domains
- the R&D competence of the applying project partners.
- the chances of success and likelihood of later implementation of project results
- the market relevance
- the added value of each applying project partner's cooperation.
- the leverage on employment in Europe (including indirect effects)
- The evaluation and selection of project proposals takes the assessment of financial public support into account. If in the course of the project evaluation or the discussions with the Public Authorities about financial support, changes of project proposals are requested, the consortia will be informed and asked for adjusting their PO or FPP. If the funding perspective from the involved Public Authorities is negative, a project proposal will only be processed further if the concerned applying project partner has declared his willingness to perform his tasks without funding.

### 3.3 Project labelling:

- The “**EUROGIA label**” granted by the EUROGIA+ Board marks the successful evaluation of a project proposal (FPP).
- The EUROGIA label is the confirmation of the EUROGIA+ Association that the proposed project fits to the goals of EUROGIA2030 and that the applying organisations are accepted as EUROGIA2030 Project’ Participant in the EUROGIA2030 Programme
- The EUROGIA label is the confirmation that the EUROGIA+ Association recommends the project for public funding in agreement with the “funding perspectives” provided by the concerned Public Authorities.
- The label is given to the project (which can then be denominated “EUROGIA2030 Project”) - as described in the Full Project Proposal - and to each applying project

partner (which can then be denominated “EUROGIA2030 Project Participants”) according to the list of EUROGIA2030 Project’ Participants in the Full Project Proposal (any EUROGIA2030 Project Participants including the Project Leader as well as any associated partners and subcontractors will have to sign a document called **Form C**, in the form of the attached document). With regard to EUROGIA2030 **Regulations**, subcontractors and associated EUROGIA2030 Project’ Participants and their contribution to EUROGIA2030 Projects are treated as part of their main contractors, unless they apply for funding as separate organisation.

- The EUROGIA+ Board gives the label for a specified period of time, which may be shorter than the proposed duration of the EUROGIA2030 Project (in which case the possibility of an extension of the label after an interim evaluation of the project is foreseen).
- The label is subject to the condition that the applying project partners and/or the EUROGIA2030 Project Participants, comply with the EUROGIA2030 regulations-irrespective of the funding situation. A “**Declaration of Accession**” (being Annex B to the Frame Agreement) is signed by EUROGIA2030 Projects’ Participants participating for the first time in a EUROGIA2030 Project.
- The EUROGIA+ Board may decide to withdraw the label either from the total EUROGIA2030 Project or from individual EUROGIA2030 Project’ Participant, if the conditions and criteria for giving the label are not or no longer fulfilled.

### 3.4 Changes in active EUROGIA2030 Projects:

- Necessary adjustments of active EUROGIA2030 Projects are made by means of a “**Change Request**”.
- If the conditions for giving the EUROGIA label or criteria based on which the evaluation has been performed have changed, a Change Request is mandatory in order to maintain the EUROGIA label.
- The procedure can be started either by the EUROGIA+ Association or by a EUROGIA2030 Project Participant and is organised by the EUROGIA+ Office. It contains the following steps:
- After agreement by the EUROGIA2030 Project’ Participant, the project coordinator (Project Leader) sends the Change Request to the Office.
- If the Office considers the change as "minor", the request is passed on to the Technical Committee for final decision.
- If the change is major, the Technical Committee will pass the request to the EUROGIA+ Board for final decision, together with a recommendation.
- After approval, the Project Leader will provide the EUROGIA+ Association with the updated documents (PO, FPP, and PCA, as applicable).

## 4 Reporting and monitoring

### 4.1 General:

- The reporting and monitoring procedures are installed in order to manage the program and to maintain its coherence.
- Part of the information created will be submitted to the Public Authorities involved in EUROGIA2030 and to the EUREKA Association according to their specifications.

### 4.2 Reporting:

- Technical reporting is used to inform the different levels of the EUROGIA+ Association on the progress of EUROGIA2030 Projects.
- Based on the information generated by the reporting procedure, the EUROGIA+ Association will report to the Public Authorities on the progress of the program and of each individual EUROGIA2030 Project.
- The regular reporting sequence is carried out twice a year.

### 4.3 Monitoring:

- EUROGIA+ Association will monitor the EUROGIA2030 Projects on a regular basis.
- Monitoring is based on the progress reports as well as on regular meetings which may be organised by the EUROGIA+ Association.
- The Technical Committee is in charge of EUROGIA2030 Projects monitoring.

### 4.4 Reporting documents:

- Technical Reports (on EUROGIA2030 project level, to be provided by the EUROGIA2030 Project Leaders)
- EUROGIA2030 Report (to be provided by the EUROGIA+ Association)

### 4.5 External communication:

A reference by a EUROGIA2030 Project' Participants to « *EUROGIA2030 Project, a EUREKA project* » has to be made in all publications, exhibitions, lectures and press information concerning results of any EUROGIA2030 Project.

## 5 Interaction with the Public Authorities

### 5.1 Reporting to the Public Authorities

- The EUREKA project EUROGIA2030 has been established in agreement with the involved Public Authorities (PAs) and the EUROGIA2030 Program Participants are seeking financial support from their respective governments.
- Part of the information collected by the EUROGIA+ Association is needed by the Public Authorities as a basis for decision making on starting or continuing financial support for the individual EUROGIA2030 Projects.
- The EUROGIA+ Office will take care of the regular program information required by EUREKA.
- The information on EUROGIA2030 Project level is mainly based on the Technical Reports and includes: achieved progress, quantifiable results, market and / or competitive situation, co-operation aspects and a milestone trend analysis.

- The information on the EUROGIA2030 program level is given in the annual Program Reviews and contains the following elements: major program achievements (technical, strategic); market aspects and competitive situation; information concerning budget and resources; major changes of program goals.
- The Public Authorities are regularly informed about any relevant events concerning new or running EUROGIA2030 Projects (such as labelling status, EUROGIA2030 Project change requests etc.).

## 5.2 Co-ordination of public support:

### 5.2.1 General:

- The EUROGIA+ Association provides the involved Public Authorities as early as possible with information which can be used as a basis for the planning of financial support for the individual EUROGIA2030 Projects.
- The involved Public Authorities provide the EUROGIA+ Association with all relevant information for the planning of a coordinated start and execution of the EUROGIA2030 Projects.

### 5.2.2 Procedures:

- New project proposals are pre-selected by the EUROGIA+ Association on the basis of Project Outlines (PO) and the POs are sent to the Public Authorities together with the evaluation results and an identification of the project priority.
- The Public Authorities examine the selected Project Outlines and discuss the funding perspectives and the potential source of funding (national or else). The opinion of the Public Authorities will be discussed with the EUROGIA+ Association.
- Considering the comments of the Public Authorities, the EUROGIA+ Association selects the Project Outlines that will be invited to submit a Full Proposal.
- The EUROGIA+ Association will give feedback to the EUROGIA2030 Project' Participant on all funding relevant issues.
- The labelled Full Project Proposal will be evaluated by the concerned Public Authorities according to their own procedures. The outcome of the evaluation process will be reported to the EUROGIA+ Association together with the final funding outlook.
- The funding outlook is not to be considered as a formal or legal commitment of the Public Authorities for funding.

## 6 Regulations for financing and funding of EUROGIA2030 Projects:

- The EUROGIA2030 Project' Participants are responsible for the execution and financing of their EUROGIA2030 Project contribution.
- The EUROGIA2030 Project' Participants expect that public funding for the execution phase of the EUROGIA2030 Project will be obtained after positive evaluation of the EUROGIA2030Projects by the Public Authorities.
- Each Public Authority will decide in each individual case and according to their respective funding rules about the funding of a EUROGIA2030 Project.
- Funding contracts are dealt with directly between the EUROGIA2030 Project Participants and the funding Public Authority.
- Each EUROGIA2030Project' Participant is responsible for providing the respective Public Authority with all information concerning his EUROGIA + Project according to the relevant funding rules.
- In addition to the EUROGIA2030 Project' Participants' information, the EUROGIA+ Association will provide the participating Public Authorities at any time with all complementary available information necessary for the preparation of funding decisions.
- The EUROGIA+ Association will report regularly to the participating Public Authorities on the progress and on all changes in the running program as well as the individual EUROGIA2030 Projects.
- In addition to the program organisation established by EUROGIA2030, each participating Public Authority can appoint its own experts for the evaluation of project proposals and of running EUROGIA2030 Projects.

## 7 Code of Ethics and good Conduct/Conflict of interest

- Each Party remains fully independent from the others and in this regard, has absolutely no obligation to provide access to any information (as described below) it holds and no right to use any of these information held by another Party, unless otherwise agreed in the scope of a specific EUROGIA2030 Project through a Project Co-operation Agreement (as detailed below).
- Each EUROGIA2030 Project' Participant undertakes not to use, any information which is owned or controlled by a EUROGIA2030 Project Participant in the same fields as, or fields related to the EUROGIA2030 Project prior to its start. Furthermore, they undertake not to use any related patent applications, patents, registered designs, copyrights and other similar statutory rights, as well as applications for any such rights, owned or controlled by a EUROGIA2030 Project Participant in the same fields as, or fields related to, the EUROGIA2030 Project prior to its start.
- Each EUROGIA2030 Project' Participant undertakes not to use any information generated by any EUROGIA2030 Participant, or third party working for it, in the performance of the EUROGIA2030 Project, unless otherwise agreed in the scope of a specific EUROGIA2030 Project through a Project Co-operation Agreement, as fully described below. Furthermore, they undertake not to use any related patents, registered designs, copyrights, and other similar statutory rights, as well as applications for any such rights, resulting from the performance of the EUROGIA2030 Project, unless otherwise agreed in the Project Co-operation Agreement.



- In this regard, each EUROGIA2030 Project' Participant shall retain ownership of its intellectual rights. These Regulations impart no rights between the Parties or EUROGIA2030 Project' Participants under any information and associated intellectual property rights of a Party or EUROGIA2030 Project' Participant, unless otherwise agreed in a Project Co-operation Agreement (PCA).
- In this regard, any access right to any other EUROGIA2030 Project' Participant' information and associated intellectual property rights shall be negotiated in good faith between the interested EUROGIA2030 Project' Participants in the scope of a specific EUROGIA2030 Project. These rights will then be fully put in place through a Project Co-operation Agreement (PCA) agreed and concluded between the EUROGIA2030 Project' Participants of the concerned EUROGIA2030 Project case by case. Furthermore, each EUROGIA2030 Project' Participant undertakes to negotiate any access right to its information and associated intellectual property rights, at conditions at least equivalent to the most favourable conditions negotiated with other partners and or co-contractors.
- These Regulations impart absolutely no commercial exploitation right, including the sale, transfer, or licensing of the intellectual property on any other Party's or EUROGIA2030 Project' Participants' information and associated intellectual property, unless otherwise agreed in the Project Co-operation Agreement.
- Each EUROGIA2030 Project' Participant shall ensure that the abovementioned rules will be applied by the other EUROGIA2030 Project' Participants.

## **8 Program and EUROGIA2030 Projects related contracts (Fig.3)**

### **8.1 General:**

- The EUROGIA+ contracts and guidelines (Frame Agreement and Annexes, Regulations and Project Co-operation Agreement) define the legal background for the co-operation within the EUROGIA2030 Program.
- Funding contracts refer to the EUROGIA contracts and are dealt with directly between EUROGIA2030 Project Participants and their funding Public Authority.
- The compliance of the Funding contracts with the EUROGIA+ contracts and guidelines is a prerequisite for obtaining and maintaining the EUROGIA label.

### **8.2 Frame Agreement (FA):**

- The Frame Agreement sets the rules for the EUROGIA+ Association for performing the EUROGIA2030 Program.
- The Frame Agreement is signed by the Founding Members of the EUROGIA + Association being the 13 initial Industrial Corporations listed in the Frame Agreement: Then, an Industrial Corporation wishing to become Member of EUROGIA+ Association has to make a request of membership to the Board of EUROGIA + Association and undertakes to sign Annex A of the Frame Agreement if this request is accepted. Industrial Corporation and/or Research Institute/University, which research and development project has received the EUROGIA label, have to sign Annex B of the Frame Agreement and then automatically become Members.



The Frame Agreement comprises

- a description of the Association and of its structure
- organization of the relationship and collaboration between the Members of the Association and of the Technical Committee
- the tasks and responsibilities of the Members of the Association and of the Technical Committee members
- the composition of the bodies of the Association
- voting procedures for the bodies of the Association
- rules for the accession of further parties
- Code of Ethics and good Conduct rules
- financial rules for the Association
- confidentiality issues

#### **4 ANNEXES to the Frame Agreement:**

**ANNEX A:** Declaration of Accession to the Frame Agreement – Industrial Corporations with R&D activities in the field of the EUROGIA2030 Program

**ANNEX B:** Declaration of Accession to the EUROGIA+ Association – EUROGIA2030 Projects' Participants (see point 8.3 below)

**ANNEX C:** Declaration – EUROGIA + Technical Committee' members

**ANNEX D:** Non-Disclosure Undertaking – EUROGIA + Technical Committee' members

### **8.3 Declaration of Accession (DoA) as per Annex B of the Frame Agreement:**

- Each EUROGIA2030 Project's Participant has to acknowledge the rules and regulations laid down in the Frame Agreement (a copy of which is provided to each EUROGIA2030 Project's Participant) as being applicable to his EUROGIA2030 Project (s) by signing a **DoA**.
- The EUROGIA label will only become valid after the DoA is being signed (Public Authorities may make their funding decisions dependent on the availability of the DoA).
- Parties having already signed the Frame Agreement do not have to sign a DoA (i.e. the initial 13 Founding Members of the EUROGIA + Association and signatories of the Frame Agreement or the signatory of the Declaration of Accession of Annex A).

### **8.4 Project Co-operation Agreements (PCA):**

- For each EUROGIA2030 Project's Participant a PCA has to be signed.

- The PCA details the co-operation between the EUROGIA2030 Project' Participants (contractors, subcontractors and associated EUROGIA+ Project' Participants - if applicable).
- For some Public Authorities, the PCA - signed by all EUROGIA2030 Project' Participants - is a prerequisite for granting a funding contract.
- The PCA has to explain
  1. the purpose and scope of the co-operation
  2. the executing of subcontracting
  3. financing aspects (if applicable)  
confidentiality regulations
  4. warranty and liability rules
  5. Industrial Property Rights and Licensing rules
- The main elements of a PCA are laid down in a PCA template (available from EUROGIA2030 website).

### PCA Template:

This document is only a **template document** that will need to be customized to each specific EUROGIA2030 Project and each specific EUROGIA2030 Project' Participant's situation, on a case by case basis.

- All EUROGIA2030 Project' Participants have to communicate to the EUROGIA+ Association - when submitting a Full Project Proposal - that a PCA has been or will be signed.

## 9 Financial regulations for the EUROGIA+ Association

- The anticipated running costs of the EUROGIA+ Association (as budgeted and approved by the EUROGIA+ Board) are listed in a yearly budget subject to the approval of the EUROGIA+ Board.
- The cost will be shared between:
  - a. the EUROGIA+ Board members with fixed yearly **Membership fees** (a reduced membership fee applies for SMEs),
  - b. the EUROGIA2030Projects' Participants for whom **Project fees** are:
    - ✚ Defined, for each funded EUROGIA2030 Projects' Participants, as a percentage of their share of the project's total budget that is described in the Full Project Proposal.
    - ✚ To be paid to EUROGIA+ on a yearly basis according to rules set by the EUROGIA+ Board and only by funded EUROGIA2030 Projects' Participants.

Notes:

- ✚ Calculation rules of **Membership fees** as well as of **Project Fees** are reviewed yearly by the Board and may be adjusted according to budget needs.  
**See ANNEX 3** for the currently applicable membership and project fees.
  - ✚ The applicable **Project Fee** is the one in force for any specific Call for projects proposals.
  - ✚ Non-Commercial organisations (mainly Universities) only are exempted from the cost sharing scheme.
- The technical Administrator of the EUROGIA+ Office is responsible for the budget's implementation under the Treasurer's supervision; the Office runs its business according to rules and regulations of normal trade custom.
  - All other cost resulting from the participation of persons or organisations in EUROGIA2030 activities are to be borne by these persons or organisations (to the exclusion of expenses such as travel expenses incurred by non commercial organizations, for which the latter can request reimbursement by providing invoices).

## 10 Short description of Projects documents

### 10.1 General:

- All documents submitted to the EUROGIA+ Association must be written in English.
- Unless specified differently, all documents have to be sent to the EUROGIA+ Office in electronic form (Word, PDF, or CD-R) which takes care for the EUROGIA+ internal distribution.
- The documents have to comply with the required formats.
- The documents are considered as « EUROGIA2030 CONFIDENTIAL » (i.e. used only for EUROGIA2030 internal purposes and for information to EUREKA and the concerned Public Authority bodies).

### 10.2 Project Outline (PO):

- The PO gives a short overview on a project and is used for pre-selection of proposals, preliminary information, and budget discussions between EUROGIA+ Association and involved Public Authorities and for general information exchange within the EUROGIA+ Association
- The **PO** format should consist of about 10 pages containing:
  1. Summary (short description of tasks, general goals, innovation aspects, technical and strategic relevance for the EUROGIA2030 core competence, market relevance).
  2. consortium description (list of participating organisations, which apply for being "EUROGIA2030 Project' Participant" in the EUROGIA2030 Project, R&D competence and competitiveness of the applying project partners, added value of co-operation)
  3. description of work to be performed per future EUROGIA2030 Project' Participant (who does what)
  4. cost information (total manpower per future EUROGIA2030 Project' Participant and per year and total cost per future EUROGIA2030 Project' Participant and per year)
  5. project duration (start, end)

6. master milestones/deliverables (first major deliverables not later than 2 years after EUROGIA2030 Project start)
  7. organisational information (e.g. contact persons)
  8. rationale for funding
- The tasks, manpower and cost of eventual subcontractors or associated EUROGIA2030 Project' Participant are to be included as part of the respective future EUROGIA2030 Project' Participant, unless they intend to apply for funding as separate organisations.

### **10.3 Full Project Proposal (FPP):**

- The FPP is used for the evaluation and labelling of new EUROGIA2030 Projects and is the basis for the reporting and monitoring procedure.
- The amount of information given in the FPP is adjusted to the needs of the EUROGIA+ Association and the request of EUREKA as well as the involved Public Authorities, specific information required by the individual Public Authority for funding purposes is not part of the FPP.
- The FPP has to include the following chapters:

Introduction (approx. 3 pages)

- ✚ Project summary, technical goals/strategic goals
- ✚ Competitive situation/market relevance
- ✚ Relevance to EUROGIA2030 core competence
- ✚ Wider benefit
- ✚ Rationale for funding.

- Project structure (1 -2 pages)
  - i. Pictorial of the project structure down to the subproject level.
- Subproject description (1 page per subproject)
  - ii. Description of the project at subproject level (tasks, who does what)
- Consortium description (2 pages)
  - iii. List of organisations applying for being "EUROGIA2030 Project' Participants "\*) , qualification of the applying project partners, co-operation's details, organisation and added value
- Exploitation of results (1/2-1 page)
- Master-milestones (1-2 pages)
  - iv. Milestone definitions/deliverables/dates
- Manpower and cost (1 page)
  - v. Required manpower and cost per company (and country -if applicable) and year, per subproject and year
- List of responsible Persons
  - vi. Project Leader, responsible persons at subproject level, contact persons per applying project partner including telephone-/e-mail address information

\*) The list has to include the contractors of the project co-operation and (only) those subcontractors and associated future EUROGIA2030 Project' Participants which intend to apply for funding as separate organisations.

#### 10.4 Technical Report (TR):

- Each EUROGIA2030 Project consortium prepares twice a year under the responsibility of its Project Leader a technical report which is the basis for the EUROGIA+ internal reporting and for the information to the Public Authorities.
- The report has to contain the following chapters:
  1. Description of progress (quantifiable results, technical progress)
  2. plus/minus-report (list of positive or negative events)
  3. market and/or competitive situation (comparison of achievements or plans with the competition)
  4. co-operation (major events such as exchange of information or results)
  5. changes in the EUROGIA2030 Project (short summary of approved or proposed changes in EUROGIA2030 Project goals, membership etc.)
  6. manpower overview (list per applying project partner with manpower approved, manpower contracted, and manpower spent)
  7. milestone trend analysis

#### 10.5 Change Request form (CR):

- The Change Request form is used for the description and approval procedure of a required change of a EUROGIA2030 Project.
- The form contains the following items:
  1. Description of the proposed change
  2. Reason for the proposed change
  3. Impact on other EUROGIA2030 Projects.

## 11 Procedure for getting the EUROGIA label (action list)

- Study the EUROGIA2030 goals, strategy, and regulations ("REGULATIONS - Overview for EUROGIA2030 Project Proposers ", that can be obtained from the EUROGIA2030 Website),
- Contact the EUROGIA+ Office and/or the Board Chairman for further information, e.g. concerning already existing EUROGIA2030 Projects or proposals, chances of success etc. As a minimum, send an e-mail alert to announce that a PO is being prepared.
- Prepare the Project Outline (PO) together with all applying project partners (important: use given format; all elements must be available).
- Agree with your applying project partners on the nature and scope of your co-operation (important for the formulation of the Project Co-operation Agreement (PCA) and for Industrial Property Right (IPR) considerations).
- Nominate the Project Leader

### General:

If not stated differently, all further points are the tasks and responsibility of the Project Leader (PL) who acts as interface between the EUROGIA2030 Project Participants and the EUROGIA+ Association.

- Send your PO to the EUROGIA+ office (check whether deadlines have to be met).
- Wait for feedback from the office (e.g. invitation to a hearing, request resulting from internal evaluation or from funding discussion with involved Public Authorities, request for preparing a Full Proposal).
- As soon as possible, collect from all participants the relevant signed **DoA**-Declaration of Accession (for organizations that are not already signatory of the Frame Agreement) and the signed Forms C and e-mail them to the EUROGIA+ Office.
- Prepare the Full Project Proposal and send it to the office.
- Wait for (positive) labelling decision by the EUROGIA+BOARD.
- Send your formal application (for getting funding) to the concerned Public Authorities.
- Prepare yourself for providing any "specific" information required by your funding Public Authority (the requirements differ from country to country and are not under the EUROGIA+ Association's jurisdiction).
- After having received the EUROGIA label, be prepared to:
  1. report on progress,
  2. ask for approval of EUROGIA2030 Project changes if and when required,
  3. respond to financial requests from the EUROGIA+ Association (see relevant paragraphs in the "regulations"),
  4. Respond to contributing to communication events to advertise (as need be) for the results of your project.

## 12 ANNEX 1 - Frame Agreement extracts/DEFINITIONS

### 1 EUROGIA2030 Program Participants

- Industrial Corporations being the parties to this Agreement and to the Association as well as any Industrial corporations that will accede the Frame Agreement and will become members of EUROGIA+ Association by signing the Declaration of Accession (**Annex A**) (together the “Members”);
- Industrial Corporations and/or Research Institutes/Universities, which research and development project has received the EUROGIA Label (then being referred to as a “EUROGIA2030 Project” and the participant being referred to as a “EUROGIA2030 Project’ Participant”): To receive the EUROGIA Label, they need to accept the EUROGIA+ rules and regulations laid down in the EUROGIA + Frame Agreement and the Regulations by signing a Declaration of Accession according to Annex B (and will become automatically Members) ; and
- Representatives of Board Members and/or Research institutes/Universities, being natural persons, becoming members of the Technical Committee by signing the Declaration according to **Annex C**;

### 2 EUROGIA2030 Projects and EUROGIA2030 Projects’ Participants

The EUROGIA2030 cluster is executed in form of various Projects submitted by European Industrials and and/or universities, being in this regard, independent one another, within one (or more) of the EUROGIA2030 Competencies. The Projects’ proposals shall be submitted in accordance with the rules set out in the document denominated “EUROGIA2030 Regulations: Overview for Project Proposers” (hereinafter “the Regulations”).

The research and development project, as soon as labelled, can be denominated “**EUROGIA2030 Project**” and the participants to this EUROGIA2030 Project are then denominated “**EUROGIA2030 Project’ Participants**”

### 3 Affiliated Company

Any company which is from time to time directly or indirectly controlled by a EUROGIA+ Member.

A company is directly controlled by another company or companies if that latter company (i) beneficially owns or those latter companies together beneficially own fifty per cent or more of the voting rights attached to the issued share capital of the first mentioned company or (ii) manages the business of the first mentioned company; and

A company is indirectly controlled by another company or companies if a series of companies can be specified, beginning with that latter company or companies and ending with the first mentioned company, so related that each company of the series (except the latter company or companies) is directly controlled, as this term is defined above, by one or more of the companies earlier in the series.

Affiliated Companies to a EUROGIA+ Members are also such companies or legal entities, which are under the same control in the aforementioned sense as the respective EUROGIA+ Members.

Affiliated Companies to EUROGIA+ Members are also such companies or legal entities, which are commonly controlled in the aforementioned sense by these EUROGIA+ Members.



## 13 ANNEX 2 – FORM C

### 13.1 PROJECT LEADER INFORMATION

Legal information and technical contact point for the PROJECT LEADER (Coordinator)

#### 0. PARTNERS INFORMATION

##### 0.1. Legal information and technical contact point for the Co-ordinating Partner

<b>FORM C</b>		<b>PARTICIPANT PROFILE</b>	
<i>Legal Information on participating organisation</i>			
Short name <sup>4</sup>	Type <sup>4</sup>	Role in the project <sup>4</sup>	C
Organisation Legal name			
Legal Address			
Post code	City		Country <sup>2</sup>
Core Business <sup>1,2</sup>		Affiliation (if any) <sup>1</sup>	
Size in personnel		Annual Turnover <sup>2</sup>	
WEB address		VAT number	
<i>Address of the Department/Laboratory carrying out the work and Technical contact point</i>			
Contact person			<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
Department name <sup>2</sup>			
Address <sup>3</sup>			
Post code	City		Country
Phone	+	Fax	+
Email			
<i>Authorisation to participate from legal representative</i>			
Contact person			<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
Phone	+	Fax	+
Email			
<p>The undersigned, duly authorised to do so, certifies that the above information is exact and that my organisation intends to participate in the EUROGIA2020 project entitled [PROJECT ACRONYM or FULL TITLE] as described in the Full Project Proposal with the aim to realise the technical developments as set forth in this FPP and formally apply for E+ label to this project, should the EUROGIA+ Board accepts this project.</p> <p>In addition, and by signing separately a Declaration of Acceptance of the EUROGIA+ rules, the undersigned acknowledges his/her full awareness of the rules of participation in this EUROGIA2020 project.</p>			
Done in [CITY] on [DD/MM/YYYY]			
Signature of authorised person			
and Stamp mark of the organisation			

### 13.2 Other EUROGIA2030 Project Participants

Legal information and technical contact point for Other participants as well as for Associated Partners and/or Subcontractors if any.

#### 0.1. Legal information and technical contact point for Other Project Partners

<b>FORM C</b>		<b>PARTICIPANT PROFILE</b>	
<i>Legal Information on participating organisation</i>			
Short name <sup>4</sup>	Type <sup>5</sup>	Role in the project <sup>2</sup>	<b>P</b>
Organisation Legal name			
Legal Address			
Post code	City	Country <sup>2</sup>	
Core Business <sup>12</sup>	Affiliation (if any) <sup>15</sup>		Annual Turnover <sup>4</sup>
Size in personnel	Annual Turnover <sup>4</sup>		VAT number
WEB address		VAT number	
<i>Address of the Department/Laboratory carrying out the work and Technical contact point</i>			
Contact person			<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
Department name <sup>16</sup>			
Address <sup>17</sup>			
Post code	City	Country	
Phone +	Fax +		
Email			
<i>Authorisation to participate from legal representative</i>			
Contact person			<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
Phone +	Fax		
Email			
<p>The undersigned, duly authorised to do so, certifies that the above information is exact and that my organisation intends to participate in the EUROGIA2020 project entitled [PROJECT ACRONYM or FULL TITLE] as described in the Full Project Proposal with the aim to realise the technical developments as set forth in this FPP and formally apply for E+ label to this project, should the EUROGIA+ Board accepts this project.</p> <p>In addition, and by signing separately a Declaration of Acceptance of the EUROGIA+ rules, the undersigned acknowledges his/her full awareness of the rules of participation in this EUROGIA2020 project.</p>			
Done in [CITY] on [DD/MM/YYYY]			
Signature of authorised person			
and Stamp mark of the organisation			

## 14 ANNEX 3 – Fees

### ***Yearly Membership Fee (Only for Eurogia Members of the Board)***

❖ Level:	
❖ Large Enterprises:	15,000 €
❖ Small & Medium Sized Enterprises:	5,000 €

### ***Project Fees (Only for Project Participants)***

- ❖ Level:
  - 1,5% of the project's funded budget.
  - The Amount is divided by the years of the project and invoiced accordingly every year.

*After receiving the funds from the Public Authorities the Project Coordinator has to communicate the specific budgets to the Eurogia Office.*

*Universities and Research Institute are EXEMPTED from pay the Project Fee.*

