

## Call for Applications

**For representatives of business (support) organisations (BSOs) from Eastern Partnership (EaP) countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine**

Submission of applications – until **15 June 2017** (inclusive)

Realisation of programmes – until **15 July 2017** (inclusive)

### **Introduction:**

#### Background and Objectives:

The BSO exchanges are part of the East Invest 2 project, whose broad objectives are:

- To empower the SME associations and related BSOs in the EaP countries and increase their capacity to take an active role in promoting a conducive business environment;
- To ensure increased and sustainable capacity of SME associations and related BSOs in the EaP countries to provide better specialised services to their SMEs members;
- To facilitate long-term partnerships and trade between the SME and/or business associations from EU and SME and/or business association from the EaP countries, as well as within the EaP SME and/or business associations.

The BSO exchange facility allows executives from BSOs from the six EaP countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine to gain a detailed insight into the functioning of an EU BSO in a particular field of interest.

The BSO exchange facility runs separately and independently from the other instruments of East Invest 2 (BSO twinnings, BSO Academies and Public Private Dialogue) to avoid overlapping but can be complementary to the latter.

#### The BSO exchange facility has two components:

##### **Component 1 – Visiting an EU BSO for a traineeship:**

Short-term traineeships (5 working days maximum) for executives from EaP based BSOs with an objective to offer them an opportunity to experience on site how BSOs operate in the EU.

##### **Component 2 – Receiving an EU BSO expert for a training at the EaP BSO:**

Short-term trainings (5 working days maximum) provided by EU experts in the EaP based BSOs either as a follow-up of Component 1, or independently, based on a specific objective that the EaP beneficiary BSO wishes to pursue.

Both Component 1 and Component 2 are demand driven, and ideally based on one specific focus topic per traineeship/training, allowing participating organisations to build a dedicated and relevant programme and to measure an effective impact of the exchange.

20 places are available for Component 1 and 10 places - for Component 2.

## Pool of EU expertise:

As a result of the expression of interest Call among EU BSOs of the East Alliance (East Invest 1 network) and the project consortium networks (EUROCHAMBRES, UEAPME) as well as BUSINESSEUROPE, a pool of EU BSOs has been established and approved by the EC (please see Annex 1 to the present Call) who are willing to engage in the facility.

The pool contains the EU BSOs<sup>1</sup> and the specific experts (EU non-key experts – NKEs) linked to these BSOs, including their area of expertise within one of the following 14 predefined focus topics identified during the inception phase of East Invest 2:

## Focus topics:

1. Membership
2. Finance & Accounting
3. Services
4. Regional Development
5. Personnel/Staff
6. Strategy & Planning
7. Managing Associations
8. Marketing
9. Public Relations (PR) & Communication
10. Advocacy
11. Vocational Education & Training (VET)
12. Information & Know-How
13. Deep and Comprehensive Free Trade Agreement (DCFTA) related issues
14. Networking & Partnerships

## Who can take part?

The BSO Exchange Facility is open to the business (support) organisations from the six EaP countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) such as: chambers of commerce and industry, employers' federations, SME representative organisations (SME associations), business and/or professional associations and/or any other organisation active in the field of investment promotion, trade facilitation and/or SME networking.

## How to apply?

Application for either Component 1 or 2 must be made by the EaP beneficiary. The EaP applicant must be authorized by his/her BSO to engage in the BSO Exchange Facility.

An EaP applicant wishing to pursue a traineeship at an EU BSO or to invite an EU expert to deliver a training at his/her EaP BSO should:

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<sup>1</sup> chambers of commerce and industry, employers' federations, SME representative organisations (SME associations), business and/or professional associations and other organisations active in the field of investment promotion, trade facilitation and/or SME networking .



1. Consult the Pool of EU expertise (Annex 1 to the present Call);
2. Select the focus topic of interest and the specific subjects (if applicable);
3. Select the EU BSO s/he wishes to be trained at or to invite an EU expert from to his/her EaP BSO;
4. **Get in touch with the relevant EU non-key expert – NKE linked to the selected EU BSO and to the focus topic of the potential exchange and express his/her interest to pursue a traineeship (C1) or a training (C2) at/with this EU BSO.**  
Please, note that in case of C1 the exchange will be managed by two EU NKEs. Therefore, the selected EU NKE who is contacted should be asked to provide the applicant with the name of the second EU NKE (from the Pool of EU Expertise) who will be involved in programme implementation, so that his/her name can be indicated in the Application Form.
5. In case of the positive reply from the EU expert(s), jointly with them agree on the dates of the potential exchange and prepare a draft programme of the traineeship (C1) or training (C2) by day;
6. Complete relevant Application Form (C1 or C2 depending on whether the application is made for a traineeship or a training – see Annex 2 and 3);
7. Send completed Application Form and a draft programme of the exchange electronically to: [tikhonova@eurochambres.eu](mailto:tikhonova@eurochambres.eu); concerned EU expert(s) (see point 4) should be in copy of the message.

## Selection & Implementation:

Incoming applications will be reviewed regularly (normally - within 2 weeks upon receipt) and selection made based on:

- the quality and relevance of the application, including of the draft programme
- geographical balance: encourage less obvious countries to participate, and
- complementarity with the other East Invest 2 tools

Additional information can be requested from the applicant at this stage.

The applicant will be notified about approval/non-approval of his/her application. Approved applicant will receive a practical guide and relevant templates and will be invited to start preparation of the exchange (elaboration of the programme and practical aspects).

Final version of the exchange programme will need to be submitted to [tikhonova@eurochambres.eu](mailto:tikhonova@eurochambres.eu) before the programme is realised to allow for feedback.

Where necessary, East Invest 2 will interfere into the contents of the programme, to make sure it is focused on the needs of the beneficiary.

After the traineeship, EaP applicant (participant) will be required to produce a specific report, outlining how the acquired knowledge will be applied in his/her organisation. A follow-up survey will be organised 3 months after the visit, to enquire effective implementation.

## Budget:



Note: Financial transactions (in euro currency) linked to the implementation of the requested training, will be made via the applying EaP and EU BSO (the EU expert(s) represent) and not via private persons.

The East Invest 2 programme will contribute to the costs of the exchange programme as follows:

## Component 1 – Visiting an EU BSO for a traineeship (per programme):

To EU BSO:

- EU Experts' (NKEs) fees:
  - ❖ Up to 2 man-days (senior or regular level EU NKE) for programme supervision
  - ❖ Up to 6 man-days (junior level EU NKE) for programme implementation
- Lumpsum = 500.00€ (if necessary)-cost linked to the organisation of seminars/workshops.

To EaP BSO:

- Incidental expenditure:
  - ❖ EaP beneficiary travel (flight or train ticket & visa) = most economic tariff for flight or first class train ticket on a reimbursement basis against the cost claim invoice and justification documents to be submitted to EUROCHAMBRES (Contractor)
  - ❖ Via EU host BSO - EaP beneficiary DSAs = up to 6; counted against the number of nights in the country of the mission (see options below):

The EU BSO will be expected to take care of assisting in organising the stay of an EaP representative in the host country, including accommodation, meals and local transport which are to be covered with the DSAs allocated to the specific traineeship:

- Option 1: the EU host BSO pays for the related expenses and keeps the receipts and payment proofs for the financial cost claim invoice to be submitted to EUROCHAMBRES (Contractor) after the activity.  
In case not the full amount of allocated DSAs is spent, the remaining amount is to be paid/given on site to the EaP beneficiary.
- Option 2: in agreement with the EU host BSO the EaP beneficiary may take care of the arrangements related to his/her stay in the host country him/herself, using the available amount of allocated DSAs for this. In this case, the EU host BSO is to make payment to the beneficiary before or upon his/her arrival to the host country either via a bank transfer (to the account of the EaP BSO the beneficiary represents) or in cash and to claim these expenses together with the others (NKEs' fees and Lumpsum if applicable) after the activity against financial cost claim invoice and justification documents to be submitted to EUROCHAMBRES (Contractor).

Both in Option 1 and 2 the receipt of money by the beneficiary is to be confirmed by providing a copy of the bank transfer or a receipt signed by the beneficiary (in case payment has been made in cash).

## Component 2 – Receiving an EU BSO expert for a training at the EaP BSO (per programme):





To EU BSO:

- EU Experts' (NKEs) fees:
  - ❖ Up to 5 man-days (senior or regular level EU NKE)
- Incidental expenditure:
  - ❖ EU NKE travel (flight ticket & visa) = most economic tariff
  - ❖ EU NKE DSAs = up to 6; counted against the number of nights in the country of the mission

To EaP BSO:

- Lumpsum = 500.00€ (if necessary)-cost linked to the organisation of seminars/workshops

The stay (accommodation, meals and local transport) of the EU NKE in the EaP country will be managed with the assistance of the beneficiary EaP BSO from the fixed DSAs allocated to the specific training. These costs will be paid by the EU NKE BSO and reimbursed by EUROCHAMBRES (Contractor) to the EU NKE BSO together with the travel expenses and fees of the EU NKE after the activity and against the financial cost claim invoice and justification documents.

Lumpsum will be paid on a reimbursement basis against the cost claim invoice and justification documents to be submitted to EUROCHAMBRES (Contractor) by the EaP beneficiary BSO after the activity.

### Questions & clarifications:

Questions and request for clarifications should be addressed in English in writing to the attention of:

Irina Tikhonova, East Invest 2 Key BSO expert: [tikhonova@eurochambres.eu](mailto:tikhonova@eurochambres.eu)

**Annex 1** – Pool of EU expertise (Component 1 and 2)

**Annex 2** – Application Form for Component 1

**Annex 3** – Application Form for Component 2