

D2.2 – New partners application process

Version number:	2.0
Main author:	Giacomo Somma
Dissemination level:	PU
Lead contractor:	ERTICO
Due date:	30/06/2014
Delivery date:	15/09/2014
Delivery date updated document	18/11/2014



Grant agreement no.: 621049
Thematic network co-funded by the European Union
under the Competitiveness and Innovation Programme
ICT Policy Support Programme
DG Communications Networks, Content and Technology



CONTROL SHEET

Version history			
Version	Date	Main author	Summary of changes
0.1	31/07/2014	Giacomo Somma, ERTICO	Initial version
1.0	15/09/2014	Giacomo Somma, ERTICO	Final version
2.0	06/11/2014	Giacomo Somma, ERTICO	Updated document
		Name	Date
Prepared	Giacomo Somma, ERTICO		31/07/2014
Reviewed	All consortium beneficiaries		12/09/2014
Authorized	Giacomo Somma, ERTICO		15/09/2014
Circulation			
Recipient		Date of submission	
Project partners		V1.0 on 15/09/2014, V2.0 on 18/11/2014	
European Commission		V1.0 on 15/09/2014, V2.0 on 18/11/2014	

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Legal Disclaimer:

This Thematic Network is partially funded under the ICT Policy Support Programme (ICT PSP) as part of the Competitiveness and Innovation Framework Programme by the European Community.

The content of this document reflects solely the views of its authors. The European Commission is not liable for any use that may be made of the information contained therein.

The P4ITS consortium members shall have no liability for damages of any kind including, without limitation, direct, special, indirect, or consequential damages that may result from the use of these materials.

This deliverable is a draft document subject to revision until formal approval by the European Commission.

TABLE OF CONTENTS

- Terms and abbreviations 5**
- 1 Introduction 6**
 - 1.1 Purpose of Document..... 6
 - 1.2 Intended audience of this document 6
 - 1.3 P4ITS Contractual References 6
- 2 Participation criteria for Associated Partners 7**
- 3 General policy on Associated Partners 8**
- 4 Procedure for acceptance and rejection of candidatures to become Associated Partner..... 9**
- 5 Procedure for terminating the participation of an Associated Partner 10**
- 6 Documents available to Associated Partners..... 11**
- ANNEX I 12**



Terms and abbreviations

Term / Abbreviation	Definition
CIP	Competitiveness and Innovation Programme
EC	European Commission
C-ITS	Cooperative Intelligent Transportation Systems and Services
PPI	Public Procurement of Innovation

1 Introduction

1.1 Purpose of Document

The purpose of this document is to establish the criteria, policy and procedure for new partners to join the P4ITS Thematic Network to set the ground for a common approach to and a wide use of PPI for C-ITS deployment as well as for creating a long-term partnership beyond the project duration.

1.2 Intended audience of this document

This deliverable is addressed to future P4ITS partners and the European Commission services.

1.3 P4ITS Contractual References

P4ITS is a Thematic Network of the ICT Policy Support Programme (ICT PSP), Competitiveness and Innovation Framework Programme (CIP). It stands for Public Procurement of Innovation for cooperative ITS.

The Grant Agreement number is 621049 and project duration is 30 months, effective from 01 December 2013 until 31 May 2016. It is a contract with the European Commission, DG CONNECT.

The principal EC Project Officer is:

Daniela Rosati

EUROPEAN COMMISSION

DG CONNECT

Office: BU 31 – 6/41

B - 1049 Brussels

Tel: +32 229-81746

E-mail: Daniela.ROSATI@ec.europa.eu

Any communication or request concerning the grant agreement shall identify the grant agreement number, the nature and details of the request or communication and be submitted to the following addresses:

European Commission

Communications Networks, Content and Technology

B-1049 Brussels

Belgium

By electronic mail: CNECT-ICT-PSP-6210495@ec.europa.eu

2 Participation criteria for Associated Partners

Associated Partners are stakeholders external to the consortium, who intend to work on the P4ITS Thematic Network **without access to EU funding (at own expenses)**. This means that also any expenses (including travels) to participate to P4ITS shall be covered entirely by the Associated Partner. P4ITS Associated Partners will have the benefit to follow “from inside” the Network, to access its information and to attend the consortium meetings. Participation to the P4ITS work on deliverables and final guidelines or recommendations is therefore an essential aspect.

The rationale for opting for **external association** to P4ITS is solely to keep the Network operations light and flexible as the participation of additional organisations does not imply any change in the work plan, resources and Grant Agreement of P4ITS. Except for contractual reporting and reviews and related work internal to the P4ITS consortium, all other documents (see section 5) of P4ITS will be indeed public and intended for dissemination to the wider public with the contribution (during the consultation process and possibly beyond it) of as many stakeholders as possible coherently with the limited resources available in P4ITS.

Based on the above principles, the main obligation of Associated Partners is to actively contribute to the Network for example by providing procedural / legal expertise on PPI for C-ITS and/or technical feedback on C-ITS research or deployment they have already done, thus exchanging experiences with the P4ITS consortium.

Interest and knowledge on PPI and/or C-ITS are key means to establish a win – win situation both for the Network consortium and the Associated Partners as well in view of the expansion and continuation of the network after the end of P4ITS.

In line with the scope and objectives of P4ITS, applications to become Associated Partners of P4ITS will be considered **only by stakeholders from the public sector**, such as public authorities, road operators, legal experts and procurers in the ITS domain as well as innovation agencies, but **not by stakeholders from the private sector** such as industry, service / technology providers, who instead will be involved in the external consultation phase starting in December 2014 and ending in May 2015. In addition, given the limited resources available, during the P4ITS lifetime the network of Associated Partners shall remain at a **“manageable” size**, so that acceptance of new Associated Partners will be subject to appropriate representation of the various stakeholders in line with the general policy (section 3). To this end, Associated Partners may contribute to the P4ITS Network and attend its meetings depending on the different phases of the work plan and topics to be discussed, while keeping access to all public Network information and documentation also after their exit.

3 General policy on Associated Partners

The general policy which regulates the participation of Associated Partners consists of the following rules:

- a. All candidate Associated Partner shall sign the “non-disclosure agreement” as part of their application (see Annex I) in order to participate to consortium meetings and have access to working documents, contributions and presentations by other P4ITS partners; this is a measure to safeguard property rights and confidentiality issues of all the participants to the P4ITS, even if the openness of this Thematic Network implies that the results and outcomes of P4ITS will be made publicly available and accessible to any interested party.
- b. The Associated Partner and its work will need to have no impact on the budget/resources of the Thematic Network P4ITS.
- c. The Associated Partner shall actively work and contribute to P4ITS activities, also by participating to consultations and attending meetings at own expenses.
- d. The agreement/rejection of an Associated Partner by the beneficiaries shall be considered in view of the P4ITS Thematic Network objectives. The interest of P4ITS shall prevail both on the interest of the potential Associated Partner and the interest of the individual beneficiary.
- e. The Associated Partner cannot claim its involvement in P4ITS or experience gained from its participation to it and can refer to the P4ITS Thematic Network (e.g., in their web site or in other proposals / projects) only as Associated Partner.

4 Procedure for acceptance and rejection of candidatures to become Associated Partner

The procedure to become Associated Partner is the following:

- a. External public organisation shows interest in participating to P4ITS in writing to the P4ITS Coordinator.
- b. The application (template in Annex I) shall describe potential ways of cooperation and active role of the company/organisation, including the time line of its contribution to the Thematic Network (to be agreed with the P4ITS Coordinator on the basis of the P4ITS work plan).
- c. Potential Associated Partners shall identify a main contact person (management/signatory) for the P4ITS Thematic Network and one person (expert) in charge of the work during the full life of the Thematic Network. Any change of contact person(s), shall be promptly notified to the P4ITS Coordinator.
- d. The P4ITS consortium approves/rejects each candidature (unanimity is required). The approval/rejection of the candidature may be carried out by electronic mail. No objections by consortium members within a period of 14 calendar days are considered as silent approval by the P4ITS Coordinator, who will inform the candidate Associated Partner.
- e. The P4ITS Coordinator will regularly assess the activity of the Associated Partner.
- f. The participation of an Associated Partner might be terminated by the P4ITS Consortium (2/3 majority of votes is required) in line with the prescriptions provided in the next section 5 of this document.

5 Procedure for terminating the participation of an Associated Partner

An Associated Partner can terminate its participation to the P4ITS Thematic Network either on its own initiative or upon request of the Consortium (§4.f). In both cases, the request for termination shall be formulated in a traceable manner (including electronic mail) at least 30 (thirty) calendar days prior to the closest P4ITS consortium meeting, event or deadline for document preparation to which the Associated Partner is supposed to participate / contribute.

The termination of the participation by the Consortium must be decided on the basis of 2/3 majority of votes being motivated by the infringement of the participation criteria or general policy described in sections 2 and 3, and cannot be objected by the Associated Partner concerned as this act does not constitutes any breach of contract or legal agreement.

Since the openness of the P4ITS Thematic Network implies that its results and outcomes will be made publicly available and accessible to any interested party, the Associated Partner whose participation is terminated cannot ask for any compensation of its contributions and cannot claim any property right or royalty or impose any confidentiality on the information provided to P4ITS on a free basis (except where background IPR and/or copyrights have been expressly mentioned by the concerned Consortium Partner/s and/or external Associated Partner/s) and cannot advance any right on the foreground produced in the frame of P4ITS Thematic Network, either to be kept confidential or to be made be publicly available (except where background IPR and/or copyrights have been expressly mentioned by the concerned Consortium Partner/s and/or external Associated Partner/s).

6 Documents available to Associated Partners

AVAILABLE	NOT AVAILABLE
<p>Public deliverables</p> <p>Minutes of the consortium meetings</p>	<p>Description of Work</p> <p>Any information regarding resources / budget, including funding and payments</p> <p>Documents from the proposal stage</p> <p>Correspondence with the EC</p> <p>Risk Management Plan</p> <p>Quarterly/Yearly Progress Reports</p>
TO BE DECIDED on a CASE by CASE basis	
Working documents (draft deliverables)	

Access to documents might be granted via the P4ITS website (open access to a dedicated folder).

ANNEX I

Template for requesting to become P4ITS Associated Partner, including non-disclosure agreement.

[date and place]

To whom it may concern

Organisation's Legal Name expresses its interest to participate as an Associated Partner to the Thematic Network **P4ITS** - “Public procurement of innovation FOR cooperative ITS”, under the coordination of ERTICO – ITS Europe.

Based on their expertise, their activity sector and their experience, *Organisation's Legal Name* will play the following roles:

- to contribute to the overall objective of the Thematic Network preparing the ground for Public Procurement for Innovative solutions (PPI) on Cooperative Intelligent Transport Systems (C-ITS);
- to offer advice to the P4ITS consortium through experience exchange, including good practice, identification of barriers/problems and workable solutions/mitigation measures;
- to participate actively to P4ITS consultations and events by e.g., responding to questionnaires, proposing key recommendations and guidelines on PPI in C-ITS, etc. in order to accelerate procuring innovative roadside infrastructure and accelerating the deployment of interoperable cooperative ITS services;
- to consolidate the participation into a sustainable longer-term network of public / private stakeholders;
- *Other...(please read §4.b)*

An Associated Partner may be invited to be a member of the General Assembly with no right to vote.

Organisation's Legal Name undertakes to support the P4ITS Thematic Network as described above, although without becoming a full beneficiary of the Grant Agreement and with no access to its resources or EU funding.

Organisation's Legal Name agrees that all material relating to P4ITS received as Associated Partner may be used only within the organisation and in relation to P4ITS activities, and undertakes not to send by any means to a third party any such material without the approval of the Coordinator.

Organisation's Legal Name acknowledges the Network Policy on Associated Partners approved on dd/mm/yyyy and accepts all its parts and conditions.

Person responsible for the work

*Name, title and position**Signature*

Authorised representative

*Name, title and position**Signature*