1. ABOUT I3

2. I3 OPEN CALL

1. Introduction

I3 is a European Commission funded project, that is a CSA action in ICT19-2015. The aim of I3 is to support market transfer of R&D in media sector. I3 provides support to ICT19 funded IAs (Innovation Action) projects and innovative startups in the area.

I3 is organising a competition with a prize of exhibition space at IBC Amsterdam 2018. The prize is an opportunity to exhibit, in a booth, with a number of other European technologies in the media and convergence space. The main objective of the competition is to enable strong commercialisation opportunities for the most promising startups and technologies in the eco-system.

Four prizes will be awarded to four European technologies. The prize will be a full day of exhibition space at IBC 2018, including the physical space, furnishings, facilities in the booth and the opportunity for presentations and demonstrations.

The value of the prize can be calculated based on comparable costs for an independant hire of the space. A booth at IBC for an independent purchaser is normally 3.5K plus fixtures and fittings, a minimum of 1K to include electricity and wifi.
Offering 4 prizes to technologies in the eco-system we offer a total of £15K in actual spend and costs saved plus the commercial and networking opportunities afforded by the show.

The core funds of the I3 prize come directly from the funds of the European Project i3 and are therefore, funds owned by the European Commission, whose management has been given to the i3 consortium under the Horizon 2020 innovation and research programme, by the European Commission Grant Agreement Number 688541. The i3 prize carries a set of obligations to the successful winners with the European Commission. It will be the task of the successful grantees to accomplish these and the task of the i3 consortium to inform the European Commission of developments.

2. Open Call

This document provides all the necessary information and guidance for the i3 Calls for Proposals.

Please thoroughly read the whole document before beginning your application, and make sure you:

(i)   Meet all the necessary eligibility criteria;

(ii)   Provide all requested legal documents as they are an integral part of your application form;

(iii)   Fill in each section of the application form.

All information regarding the i3 application process, such as supporting documentation and guidance, will be provided on the i3 website (http://i3project.eu) and the f6S platform, where the proposal must be submitted.

3. OPEN CALL GUIDELINES FOR APPLICANTS

These guidelines set out the rules for the submission of proposals to i3 Open Call, in conformity with the provisions of the Practical Guide to contract procedures for H2020 Grants.

This document is divided in two sections:
· Eligibility Criteria
· How to Apply and the Procedures to follow

1. Eligibility criteria

There are two sets of eligibility criteria relating to the i3 Open Call:

i. Applicant(s) which may request a grant;
ii. Proposals for which a grant may be awarded;

i. Eligibility of applicants

In order to be eligible for a i3 prize, applicants must meet the definition of a:

(i)   Small and Medium-size Enterprise (SME): as stipulated by European Commission in Recommendation 2003/361/EC:
   a. Independent (not owned by another enterprise), in accordance to Recommendation 2003/361/EC6;
   b. Headcount in Annual Work Unit (AWU) less than 250;
   c. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million;

(ii)   Start-up: In accordance to the Horizon2020 Guidelines, an entity is a Start-up if they are established no more than two (2) years ago and/or are at pre-revenue stage in their development. The Start-up applicant is required to provide:
   a. If it is an organisation which has not yet closed accounts: a self-declaration, including a bona fide estimate for the on-going financial year, or
   b. If it is an enterprise without turnover whose activity implies a long time-to-market: a declaration of the investment made and the likely expected return (to demonstrate that, despite the lack of turnover, your enterprise is engaged in an economic activity)

(iii)   European Commission funded project under ICT19 call.

(iv)   Eligible Countries: Applicants must be legally based and working in one of the 28 EU Member States or in one of the H2020 Associated Countries. Countries falling within this category have been identified under Table 1.

Table 1: Eligible Countries for i3 Open Calls

EU Member States	Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.
H2020 Associated Countries	Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Moldova, Montenegro, Norway Serbia, Switzerland, the former Yugoslav Republic of Macedonia, Tunisia, Turkey, Ukraine.

(v)   The Honour Declaration: Applicants must provide the signed Honour Declaration (Annex 1 in this document).

The Call Guidelines make clear however that the following proposals will not be deemed eligible for the prize under the i3 Open Call:

-   Applications where the applicant is not a SME or Start-up (>25% own by public organisation);
-   Applications that are registered in a country outside one of the EU Member States and the H2020 Associated Countries.
-   The Applicants that do not provide the signed Honour Declaration form.

ii. Eligibility of proposals

The i3 call will fund and prioritise proposals in the area of media. The following are suggested sub-categories that the applicants should take in consideration when developing your application.

・ Virtual Reality;
・ Social Networks;
・ Data Privacy;
・ Fake News, content verification;
・ Broadcasting;

Other sub-categories are also welcomed as long as they are within the are of media and content.

4. APPLICATION PROCEDURE

To Apply to the i3 Open Call, please register on the F6S Platform. This will be the central platform for submitting an application.

To register on F6S you have three different options:
- (i)   Facebook
- (ii)   LinkedIn
- (iii)   Email

If you opt for registering with an email, please bear in mind that:
- (i)   The email provided at registration will be the main contacting email to be used to provide you information and support;
- (ii)   It is the sole responsibility of the applicant to provide an active email.

If you want to apply for the Open Call, please use this link:
https://www.f6s.com/freeexhibitdayatibc2018/apply

Let's get started:
First, you just need to create or choose a Team/Startup profile.

Please click the green button "Create Team" to initiate your application. You need to keep in mind that this would be the name by which your application will be identified from now onwards.

The application has the following questions:

1 You are:
- Startup
- ICT19 Project
- Other (please specify)

2 What media innovation are you working on?
3 What big problem does it solve?
4 Why do users care about your product or service?
5 What stage are you in?
- Concept
- Prototype
- Market validation
- Just entered the market

- Fully in the market

6 What is your TRL level?
- TRL 1. Basic principles observed
- TRL 2. Technology concept formulated
- TRL 3. Experimental proof of concept
- TRL 4. Technology validated in lab
- TRL 5. Technology validated in relevant environment
- TRL 6. Technology demonstrated in relevant environment
- TRL 7. System prototype demonstration in operational environment
- TRL 8. System complete and qualified
- TRL 9. Actual system proven in operational environment

7 Do you have any patents pending?
8 Have you received investment of any sort?
9 Can you demo something at NAB show?
10 If YES, what would you showcase?
11 What is your main goal at NAB?
12 Why i3 should select you to go to the NAB?
13 Your email:
14 Your phone number:
15 Your Skype ID:

5. ASSESSMENT OF APPLICATIONS
1. Independent Evaluation Management

Evaluation Team Leader

In order to ensure that the i3 Open Call is evaluated fairly and impartially in an accountable and transparent manner, the consortium will appoint an Evaluation Team Leader (TL), who will lead the evaluation team and ensure that the highest levels of transparency and quality assessment are observed.

The Team leader's role include:
I.   Administering a calibration exercise among the assessment team in order to ensure evaluators assess evaluations in a consistent manner;
II.   Ensuring the evaluation is executed in a timely and efficient manner;
III.   Supervising the allocation of proposals to the evaluators;
IV.   Ensuring that evaluators do not infringe the transparency regulations developed by i3 (Code of Conduct for Evaluators);
V.   Reviewing the evaluations and search for inconsistencies;
VI.   Supervise and edit a report on the evaluation process;.

Evaluation Team

The Evaluation team will comprise of a team of experienced consortium members.

2. Evaluation Process

The assessment will be conducted by experienced evaluators from senior experienced consortium partners, under the management of the Team Leader.

The first step in the assessment of Applications will be the Eligibility Screening: Each application which is received by the i3 consortium will be screened for eligibility by the Team Leader, as described above. Issues to be checked will be the following:

i.   Legal type – SME and Start-Up and ICT19 project,
ii.   Geographical location - EU Member State or H2020 Associated Country,
iii.   Market – media,
iv.   All legal documentation including the Declaration of Honour are duly signed and correspond to the country of origin legal system.

The second step in this process will be the written proposal evaluation, which will be carried out remotely through the F6S platform that enables the evaluations to be conducted in confidentiality and independently.

After the assessment the selected applications will be confirmed via F6S platform and email and their travel will be arranged.

3. Evaluation Transparency and Conflict of Interest

In order to ensure best practice and transparency, while mitigating any risks to conflicts of interest, the consortium has developed a series of measures that must be respected during the evaluation process. These include the following:

i. The evaluators should not assess a finalised application submitted from their country of origin.

ii. The evaluators should not assess a finalised application received from the country in which they work.

iii. Evaluators will sign a Conflict of Interest Form.

iv. Evaluators will conduct the evaluation independently and impartially from their own organisation.

To further ensure transparency, the evaluation process will be managed by the Team Leader, as previously mentioned.

4. Application and Evaluation Timeline

The following tables are a description on the activities that will be carried out during the evaluation. It is necessary to keep in mind that the length of some activities will depend on the number of received proposals.

No.	Date	Action
1	3 August 2018	Applications close at 00:00 CET
2	8 August 2018	After the Call closing on August 3 the Team Leader will commence an initial analysis of finalised applications. This will involve the following: i. Eligibility Screening, ii. Allocating the completed and screened proposals to evaluators This will enable evaluators to initiate the evaluation of proposals on the morning on 19th December, and help ensure that the evaluators can keep within the tight evaluation timeline.
3	15th August 2018	Selecting and notifying 4 winners

5. Application assessment

The core evaluations areas are:

i. Innovation: This section will allow to evaluate the identified problem/issue/innovation in the industry and how well the application intends to solve this problem.

ii. Purpose fit. NAB is a specific type of show and companies that matches certain level of readiness can benefit most out of it. This area will evaluate which of the submitted applications can make the most impact being present at the show.

iii. The Market: The section evaluates the commercial feasibility of the proposal, such as the business model, the initial understanding of the market, the work plan, and the commercial milestones and deliverables.

iv. The Team: This section evaluates the team experience at an organisational level, and the experience and qualifications of the Core Team.

Annex 1: Declaration of Honour for i3 Applicant

Declaration of Honour on Exclusion Criteria & Absence of Conflict of Interest of the Applicant

The undersigned _____(1)
representing the following legal person _____(2)

Full Official Name:	
Official Legal Form:	
Specify if your organisation is a SME, or a Start-Up or a Project	
Full Official Address:	
VAT Registration Number:	

1. Declares that _____(2) is not in one of the following situations:

    a) Bankrupt or being wound up, having its affairs administered by the courts, entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

    b) Have powers of representation, decision making or control over the organisation or applicant following the conviction of an offence concerning their professional conduct by a judgment which has the force of res judicata;

    c) Guilty of grave professional misconduct proven by any means which the contracting authority can justify, including by decisions of the European Investment Bank and international organisations;

    d) Not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

    e) Having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

    f) Subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation

in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

2. Declares that the natural persons with power of representation, decision-making or control over the applying organisation are not in the situations referred to in (b) and (f) above;

3. Declares that _____(2)
   - is not subject to a conflict of interest;
   - has not made false declarations in supplying the information required as a condition of participation in the i3 Open Call or does not fail to supply this information;
   - is not in one of the situations of exclusion, referred to in the above mentioned points to (a) to (f)

4. Certifies that _____(2):
   i.   Is committed to participate in the above mentioned project;
   ii.   Has a stable and sufficient source of funding to maintain its activity throughout its participation in the above mentioned project, while grant payments are pending.
   iii.   Has or will have the necessary resources as and when needed to carry out its involvement in the above mentioned project.

	Signature and stamp (if applicable)
Full Name: (1) Position: (3)	
Done at (4)_____ the (5)_____	

(1) Full name of the person legally authorised to sign on behalf of the SME/Start-up/Project (Please provide the name as it is shown in the person's ID or passport)
(2) Name of the legal entity as it has been registered in your country.
(3) Position in the SME/Start-up/Project such as CEO, Director, Coordinator etc.
(4) City and Country
(5) Date