



# Call for tenders

*Grow and AcceLerate your smArt projecTs in  
nEw value chAins of the European Blue  
Economy*

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GRANT AGREEMENT

Number—873026—GALATEA

H2020-INNOSUP-2018-2020/H2020-INNOSUP-2019-01-two-stage

N° Chrono: 20-ADMIN-CS-298

A graphic of a water splash, showing a large, dark blue droplet falling into a pool of water, creating concentric ripples. The background is a gradient of blue.

*Animation for  
Ideation Sessions*

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# PRESENTATION OF THE GALATEA PROJECT PARTNER

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Aerospace Valley is the leading global competitiveness cluster in the aerospace industry, serving three strategic sectors: Aeronautics, Space and Drones.

Ranked in the top three of global competitiveness clusters, it supports cooperative R&D projects as well as businesses in the sector. Its vocation is to promote innovation in the service of the growth of its members to meet the challenges of tomorrow.

Aerospace Valley brings together the Nouvelle-Aquitaine and Occitanie Pyrénées/Méditerranée regions, thus constituting the leading European employment pool in the field of aeronautics, space and on-board systems:

- 146,000 industrial jobs
- 1,900 establishments
- 1/3 of the French aeronautical workforce, more than 50% in the space sector
- 8,500 researchers
- 2 of the 3 French Aeronautics and Space Grandes Ecoles
- 13,000 students

Aerospace Valley is a 1901 law association. It was created on July 13, 2005, to develop at national, European and international level the competitiveness of the Aeronautics, Space, Embedded Systems pole Occitanie & New Aquitaine, labelled World pole by the CIADT of July 12, 2005.

Aerospace Valley brings together companies, research centres, training centres and institutions concerned with the sector in the two regions.

Aerospace Valley has developed a strategic roadmap that explains for each of its major market objectives, the research and development axes that will meet the needs of customers in aeronautics, space, drones and onboard systems. These ambitious objectives are also reflected in the development of the Pole's ecosystem, which covers all manufacturers, SMEs and large groups, but also research and training players, as well as all professionals serving regional economic development.



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Within this roadmap, the Aerospace Valley cluster has left a place for initiatives and collaboration on a European scale, the GALATEA project is positioned in this strategy.

## EUROPEAN CONTEXT OF THE CALL

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The Aerospace Valley competitiveness cluster and its consortium of 8 partners from 5 different countries have submitted a proposal to the European Commission call for projects INNOSUP-01-2018-2020 - Cluster facilitated projects for new industrial value chains. The GALATEA project is one of the winners and was launched on June 1, 2020.

### Main objective

The GALATEA project aims to develop new value chains, cross-sectoral and transnational, supporting in particular innovative SMEs (Small and Medium-Sized Enterprises), **to encourage the development of key industries of the blue economy in Europe**. This development will be made possible by the integration into the value chains of the port, naval, ship repair and maritime surveillance sectors, of technologies and knowledge from the aerospace and ICT (Information and communication technologies) sectors.

### Project activities

The GALATEA project proposes the implementation of a three-phase methodology, supporting innovative SMEs and allowing the redistribution of at least 75% of the project budget directly to SMEs. The global envelope for direct support to SMEs will amount to more than 2 million euros, including 920,000 € for French SMEs. The aim is to promote the creation of solutions that are both cross-sectoral and transnational.

### These three phases are:

The emergence of challenges, based on the identification of customer needs and societal challenges related to the **smart port**, the **smart ship**, the **smart shipyard** and **maritime surveillance**;

The emergence of ideas, facilitated by the implementation of various digital tools offering the possibility of organizing remote networking sessions between European SMEs;



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Support for innovation and services with two calls for projects that will be launched, offering beneficiaries innovation vouchers and services enabling them to carry out their innovation activities. SMEs will receive up to € 60,000 in direct support.

**As part of the "Emerge of ideas" phase of the project**, the consortium will organize ideation sessions, in order to offer a selection of SMEs the possibility of working in groups on the definition of innovative projects. The purpose of this call for tenders is to select a provider able to provide a service for facilitating the ideation sessions.

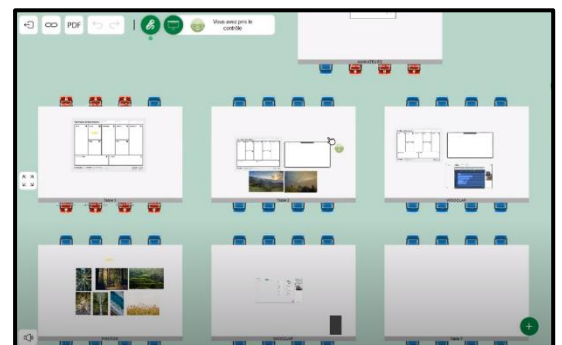
## IMPLEMENTATION OF THE ANIMATION FOR GALATEA PROJECT

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The objective of the ideation sessions is to provide specialized support to participating SMEs so that they can discuss and develop solutions or services in partnership. In line with the objective of the project, **it will be necessary to establish the most favourable environment for exchanges and to animate discussions.**

The facilitation of these sessions will promote networking between SMEs so that they can start elaborating joint project ideas in order to compete to a call for proposals in a second step. The companies targeted for these ideation sessions will be players meeting the European definition of an SME (see EC recommendation of May 6, 2003), located in the countries of the partners mentioned above. Potential End-Users of the solutions to be developed by SMEs will be invited as well.

Aerospace Valley is the GALATEA partner in charge of these ideation sessions organisation, ensuring the proper conduct and technical management of the project by coordinating the various actors and intervening parties. The other GALATEA partners will also participate in support of the specific actions of these sessions and will contribute by providing the



*Figure 1. Presentation of the virtual room for the ideation sessions*





necessary technical knowledge, mainly on the 4 main axis of the project: Smart Ship, Smart Port, Smart Shipyard and Maritime Surveillance

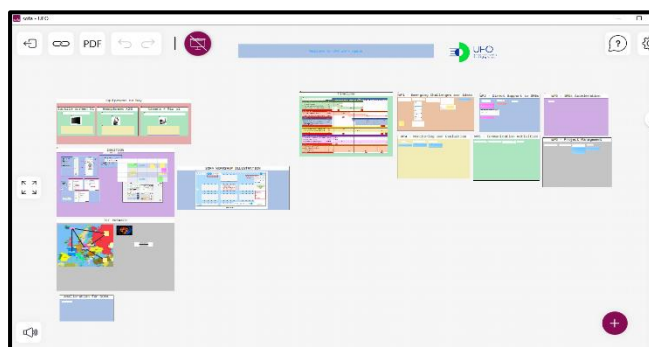
## Place of realization

Following its initial plan, GALATEA will set in place a hybrid event both physical and remote.

The objective will be to gather the participants in each partners' premises. Due to the geographical situation of all partners (scattered around Europe) each physical pool of participants will be interconnected via video-conference software.

Given the current health situation, the option of full-remote event is considered.

The SOFA Workshop platform developed by the company Tamaplace is proving to be the most suitable tool, combining efficiency, ergonomics and possibilities of interaction. The platform offers access to a room providing 15 individual and independent tables for 120 individuals simultaneously.



*Workspace reserves per table*



*Illustration of the room including the work tables*

For each of these tables, a virtual workspace is made available to both SMEs and facilitators. This workspace can be suitable for sharing images, texts, documents while allowing exchanges by video and microphone.

## Number of sessions

As part of the project, 4 sessions (one per project main axis: Smart Ship, Smart Port, Smart Shipyard and Maritime Surveillance) have been planned on the last week of January 2021 (Monday 25th to Friday 30th). GALATEA remains open to suggestions regarding the final aspect the sessions will take.





## Targeted participants

It is planned to host a minimum of 30 SMEs per session from the five partner countries.

At the end of the project, the companies eligible for Cascade Funding by GALATEA must be small companies meeting the European definition of an SME. Nevertheless, the ideation sessions will also be opened to entities that are not SMEs, mid-cap companies or large groups for example, these being able to make interesting contributions in terms of the emergence of projects.

## Expected results

The overall impacts expected through this initiative are measured both in terms of the number of participants and in terms of the number of project proposals ideas from SMEs.

According to the obligations taken towards the European Commission, a minimum of 100 SMEs will be supported by GALATEA project. Ideation sessions will play a key role in the emergence of projects, with a performance indicator set on a range of 25 to 35 project ideas. A minimum of 30 SMEs is expected per ideation session. The service provider will not be responsible for the communication or dissemination operations that will be carried out for these ideation sessions. On the other hand, he must be able to manage the animation of groups of 80 to 100 people divided into tables of 8 people maximum. Support will be provided by the cluster managers, members of GALATEA before and during the sessions.

For the duration of the action, the service provider will present himself as an expert capable of promoting discussion and exchange between SMEs around key themes to achieve the above-mentioned objectives.


## Description of the organization of the ideation sessions

The methodology chosen for the sessions is based on 2 main axes:

**At the expense of Aerospace Valley and the GALATEA partners**



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- ✓ Aerospace Valley and its GALATEA partners will be in charge of communication, management and general organization of its sessions. Along with its GALATEA partners, Aerospace Valley is also responsible for meeting session attendance goals.
  - ✓ Aerospace Valley and its GALATEA partners will be in charge of the event registration and smooth running. An online registration page will be set up in order to introduce all participants.
  - ✓ Aerospace Valley will also provide the model of the “feedback sheet” which will be requested at the end of each session, for each table. This written feedback will make it possible to collect the relevant and essential information that will have been exchanged during the ideation session and to keep a record of the activities carried out to ensure compliance with the objectives of the project towards the European Commission.

## 1. At the expense of the Service Provider


As mentioned previously, the ideation sessions are the flagship events of the project and require an optimal organization to maximize the efforts invested and collect the information necessary for the smooth running of the project.

The service provider will be expected to provide:

- ✓ **The animation of a maximum of 4 ideation sessions over the last week of January 2021 (25/01/2021 to 30/01/2021), to be replicated over one week during the month of June 2021** according to the work method that he will have recommended.
- ✓ **If necessary, appropriate material or technical support during the facilitation of the sessions** to make the SMEs interact with each other and bring out project proposals.
- ✓ **A short training course for the partners of the GALATEA consortium before the ideation sessions.** This training will allow partners to provide appropriate assistance to facilitators during the 4 facilitation sessions to contribute to the facilitation.
- ✓ **Feedback for each table from the different sessions which will take the form of a “feedback sheet”.** This request is made with a view to keeping information on







events carried out in order to ensure appropriate follow-up with SMEs and the European Commission.

For each ideation table, a report in the form of a “feedback sheet” must be written by the service providers or project partners (template to be provided by Aerospace Valley). This document will list the following information:

- ✓ Names of SMEs present at the table (and personal information if necessary, respecting GDPR rules)
- ✓ Presentation of the discussions held during the ideation session
- ✓ Project ideas from the ideation session
- ✓ Difficulties encountered
- ✓ Specific request or questions from certain SMEs requiring more in-depth feedback from the consortium.
- ✓ Other information deemed important to be mentioned

## SUBMISSION OF TENDERS

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The submission of the tenders must be done by email with a 4 to 5 pages document in a PDF format including (French or English):

- **Presentation of the structure:** reference, CV, added value, etc.
- **The animation methodology** used for each table.

It should be mentioned that no fixed or precise methodology is expected. Innovative and daring approaches are accepted and encouraged, insofar as the nature of the project pushes the actors to go beyond traditional frameworks.

- **A presentation of the global plan used to animate each sessions**, describing how the service provider is able to answer different aspects of the ideation sessions.
- **A financial proposal at a firm price for the entire service proposal** (including the optional features mentioned above). The financial proposal has to show clearly and precisely the different service components.

Document to attach mandatorily to the tender submission:



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- Regularity declaration in terms of fiscal administration from the domestic country.

GALATEA as an EC funded project has a pre-established budget for the different externalised services. The price allocated to this tender cannot be higher than 5000 € (excluding taxes). This call for tenders is launched in parallel of a second one, related to the UFO project. As the specifications are similar, each applicant has the possibility to provide answers to both<sup>1</sup>.

## ELIGIBILITY OF APPLICATIONS

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This call for tenders is open to service providers from Member States of the European Union. Participation in tendering procedures is open under equal conditions to all natural and legal persons of a third country who have concluded a special agreement with the EU in the field of public procurement under the conditions set out in this agreement.

Priority will be given to:

- Applications meeting the needs explained in “Implementation Of The Animation For GALATEA Project”
- Able to animate in English
- Demonstrate their experience and the quality of services similar to those expected for this assignment
- Demonstrate the experience of the people who will be responsible for implementing the proposal
- Comfortable with the use of SOFA platform

Tenders should be sent to the Aerospace Valley Cluster in electronic format (PDF or compatible) to the following address: [service@aerospace-valley.com](mailto:service@aerospace-valley.com)

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<sup>1</sup> Applications must however remain distinct one from another.





# PROVISIONAL TIMETABLE

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## DEADLINE FOR SUBMISSION OF APPLICATIONS

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The deadline for submitting tenders is Wednesday 11 November 2020 at 6 p.m (CET).



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