

Questions regarding DIH public call - via website www.b2bit.ba
January 19 – February 5, 2022

Q1: Can we participate in this call as a DIH located outside of BiH?

A: Stakeholders not registered in Bosnia and Herzegovina may participate in this public call but only as one of the consortium partners. They cannot be the lead applicant in the conceptual proposal.

Q2: *Are you going to organize a matchmaking event of interested foreign (DIHs, etc.) and local stakeholders at which both can present their expertise for partnership in a potential DIH?*

A: For the duration of public call, EU4DigitalSME project will NOT organise any kind of matchmaking events.

Q3: *Since SMEs include companies with 10-250 employees, does this negatively discriminate project proposals that are mainly focused at (build around) DIHs as Startup incubators and accelerators?*

A: This call is focused on establishment of DIHs that offer services within all 4 pillars of DIH services (as indicated in section 3 and 7 of the Guide for Applicants). SMEs do not have to be solely clients of DIHs, but should be at the core of their focus, as indicated in the definition of DIHs by EU. Start-ups, public institutions, academia, research organisations and others can also be clients of potential DIHs.

Q4: *Could you please define “affiliated institutions” more precisely? Does a person who is fully employed in one company (applicant) but also has advisory role in an NGO, make these two institutions affiliated?*

A: "Affiliated entities" is referred to the issue of ownership and similar linkages among organisations, not people. Organisations are affiliated if one organisation has established other one, or they have common ownership structures, or are part of one overarching organisation as separate divisions. This is further elaborated in section 14 of the Guide for Applicants.

Q5: *Is it possible for a company that is not SME to apply (more than 300 employees)?*

A: Any organisation, indicatively listed in section 6 of the Guidelines for Applicants, can apply with their proposal, either as an individual applicant or within a partnership, as long as they are meeting all criteria listed in the text of the Guidelines for Applicants and specifically criterion under point 9 of Section 13.a: The lead applicant as an organization has at least eight (8) full time staff collaborators, or, in case of a consortium, the lead applicant has at least five (5) full time staff collaborators and the partnership consortium overall has at least ten (10) full time staff collaborators.

Q6: *Within Guide for Applicants in chapter 13.(a) under point 6. it's stated that some of the documents only lead applicant must prepare and deliver. Do other partners in consortium have to enclose ones that does not emphasize lead applicant, like photocopy of Tax registration certificate with ID number?*

A: When applying, as part of the initial package of documentation, project partners are required to provide only those documents where it is explicitly stated that they also need to submit them, such as chapter 13 (a), point 4, 5. If the proposals are classified as recommended after administrative and quality check, then the partners must submit additionally documents under chapter 13 (c), point 3, 4, 8. That means, in the case of document you have specified, ONLY the lead applicant submits Tax registration certificates with ID number.

Q7: *The Agency and public institutions established as non-profit organizations, which provide support to the development of small and medium enterprises and start-ups. Accordingly, could you please provide us with clarification whether there is a conflict of interest in section 14 of the Guide for Applicants and section 4 of the Application Form in this case?*

A: In cases where Consortium is made of Organisations for Public benefit that are linked to each other on non-economic basis (linked by foundation, board membership, and similar), this is not an automatic elimination criterion, however, such linkage needs to be explained in dedicated sections of the Application form (Information on the Lead Applicant and Partners; IV. Declaration of partners; V. Declaration by the Lead Applicant) and is to be evaluated by the project on case-by-case basis. This is indicated in Section 14 of the Guidelines for Applicants (Version 1.2 from February 4, 2022).

Q8: *What is the budget for the proposal?*

Q9: *The application form contains no information about the available budget. What are financial constraints of this project? Are there any limitations in terms of staff costs, direct/indirect costs, equipment purchase, travel costs?*

A: This call for proposals asks applicants to describe the concept of establishing a DIH, providing overview on how it is envisioned to set up DIH structure, services, role among the DIH's clients and complementary synergies with other organisations in the timeframe of first 2 years. Within the provided overview, applicants are asked to indicate what activities they are able to implement with own capacities and resources and where they need external support. Once the potential three concept proposals have been selected, the indicated areas for external support will be jointly assessed by the applicant and the project team, and tailored technical and financial support will be defined, in terms of content and value. Thus, it is not envisioned that the applicants prepares a detailed budget in this stage of application, but it would be appreciated if general cost structure and estimation is drafted, as it will be a further input if the application is recommended for support.

Q10: *What is expected from the technical equipment of one HUB? Do HUB users have to have their own space in HUB, as they have in workspaces? Can one HUB have its "units" in other cities as well? For example, the seat of the HUB holder is in Sarajevo, but one of the partners is from Tesanj, can there be a certain partnership space in Tesanj so that people from that area have a place to get answers.*

A: The nature of this question is content (idea) related as opposed to technical aspect to application procedure. Thus, for the sake of neutrality indicated in the text of the call and guidelines, we cannot give you direct answers. However, considering that the concept of DIH involves diverse setups, both in terms of service offered and its structure, we can point you to the document referenced in several sections of the Guidelines for Applicants, namely Digital Innovation Hubs as policy instruments to boost digitalisation of SMEs

<https://publications.jrc.ec.europa.eu/repository/handle/JRC121604>

This document is one of the reference points of this call and can give all applicants examples of how different DIHs thought Europe managed to effectively setup their structure and services.