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| Optredend voor het Fonds voor Innoveren en OndernemenKoning Albert II-laan 35 box 121030 Brussels**T** 0800 20 555info@vlaio.be**www.vlaio.be** |  |

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| Template version 2019 |

# Regulations of Order of the Support group

**PROJECT: *project title (project number)***

**Programme of subsidy: COOCK**

Above-mentioned Project fits in a program that requires the institution of a Support group by the receiver of the grant for the duration of the Project. More information concerning the program can be found in the specific manual on our website (in Dutch). More information of the concerned Project can be found in the attached project description. The Support group is one of the involved actors during the execution of the Project, next to the project applicant and -executor, and the Hermes Fund as grant provider. The Hermes Fund appeals to the Flanders Innovation & Entrepreneurship for its operational activities.

## Aim of the Support group

The Support group operates as a soundboard towards the industrial and social implementation possibilities of the Project Results. The Support group ensures that the concrete execution of the Project is tailored to het needs of the companies of the target-group.

## Members and observers

The Support group is composed of at least:

* the project parties who are responsible for the good execution of the Project concerned and therefor receive a grant of the Hermes Fund (called Beneficiary);
* research groups and scientific partners involved in the Project;
* companies and/or non-profit organisations or professional federations representing relevant economical or social users of the aimed Project Results, with special attention to SMEs.

Only the companies and/or non-profit organisations or professional federations representing relevant economical or social users of the aimed Project Results are members of the Support group. The other mentioned categories participate as observers.

Furthermore, an observer indicated by the Cluster organization attends the meetings of the Support group. The members list of the support group is an attachment of this Regulations of Order.

Interested EU companies can become a member of the Support group.

The members of the Support group have the right to:

* observe the project progress and the realisation of the goals thoroughly. The members can express their appreciation and give input during the scheduled meetings of the Support group.
* provide advice for improvement of the Project, without however changing the finality of the Project, in case this benefits the industrial and/or social implementation of the results. The final decision for the implementation of the suggested adjustments lies with the executive project parties.

The members of the Support group are willing to **(optional)**:

* (only for companies and non-for-profit organizations) to engage themselves to contribute to the resources of the Project. The project consortium is entitled to independently decide on the use of these resources in the advantage of the Project, in alignment with the project plan and project budget. In case of early retirement from the Support group, members will not get a refund from their contribution.

The members of the support group **are obliged to**:

* regularly attend the meetings of the Support group as representative of the target group (economical or social users of the project results).
* (only for companies and non-profit organisations) effectively and timely execute their engagement to contribute to the project’s resources.

## Regulations concerning intellectual property

The Beneficiary obtains property rights of the Project Results (technical know-how, databank, logo, etc.) and can claim intellectual property rights on them. They commit to comply with the European legislation (of rules/instructions) on federal support. This means that each of them receives a fee equivalent to the market price when giving licenses on the Project Results. The Project Results, which consist of general insights, are widely disseminated. The project parties will disseminate information widely to companies and non-profit organisations beyond the project parties, during the execution of the Project and during the valorisation of the Project Results afterwards as well.

In any case, all EUcompanies on an equal and non-discriminatory basis, have access to the economic valorisation results of the project, at a market-competitive price. Consequently, the members of the Support group have no preferred access to the Project Results. However, they can deduct their already paid contribution from the price for the users rights.

The members of the Support group are aware of the non-economic nature of the activities of the concerned Project. This applies in particular to the implementation of cases in which the applicability and value of a (recent) technology or (new) knowledge is evaluated or analyzed in a business context. These cases are characterized by sufficient generic aspects relevant for a wider group of target companies. The project parties will do this by wide dissemination, respectively, a non-discriminatory offer of the Project Results at market conditions.

To claim the intellectual property rights in an optimized way, project parties can execute a (temporary) non-disclosure agreement with the members of the Support group.

The members of the Support group providing company data during the execution of the Project, keep full ownership and can stipulate confidential treatment of it.

## Operation of the Support group

On the first meeting of the Support group, the following matters will be determined:

* members list with indication of concrete representative by member;
* indication of chairman and secretary of the Support group;
* method of follow-up on the execution of the Project, including scheduling of the meetings;
* if necessary, agreements concerning confidential treatment of data.

Unless the Support group decides otherwise, the following regulations concerning the operations of the Support group are valid:

* the organisation who delivers the project leader, presides the Support group;
* the project leader is the secretary of the Support group;
* the project leader guaranties the practical organisation of the meetings, including timely sending of invitations with agenda and preparatory documents, and reporting to the members.

The agenda contains at least a presentation and discussion of the performed research over the past period (project execution, project results, effects or valorisation perspectives, suggestions, executed cases), a discussion of the planning of the upcoming period and the planning of the upcoming meeting. Every member of the Support group can add items on the agenda. The documents concerned are sent with the agenda.

During the meeting, the project parties inform on the progress of the Project. The members can give advice and suggestions concerning the execution of the Project, while aiming at meeting the project targets. During the discussion of the items on the agenda the Support group strives for consensus.

The minutes of the meeting will be delivered to the members of the Support group. Supplementary to the items of the agenda the interaction with the Support group is reproduced and a list of attendees is made.

## Signature

The undersigned, on behalf of *(name of the organization)* at *(address head office)*, takes note of:

* the Project *(title)* executed by *(project parties)*, under the leadership of *(name project leader);*
* the program features are described in the project proposal of the program *(subsidy program name)*;

and declares to the *(project partners*):

* to agree with participation as a member of the Support group following the above document “Regulations of Order of the Support group”
* to agree with the performance of the contribution with the following specifications:
* payment of xxxx euros
* contribution in kind, existing of xxxx euros as a contribution to …

**Name organisation:**

**Address organisation:**

**Company number:**

**Date and signature:**