



**PROCURE2
INNOVATE**

Terms of Reference and Application for Network Membership

Procure2Innovate
Grant Agreement No. 780192



DELIVERABLE 2.2
CONSIP, BME and ICLEI Europe
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PROJECT PARTNERS

1. BME: ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT, PROCUREMENT AND LOGISTICS (DE)
2. BBG: FEDERAL PROCUREMENT AGENCY (BUNDESBESCHAFFUNG) (AT)
3. ZENIT: CENTRE FOR INNOVATION AND TECHNOLOGY IN ZENTRUM FÜR INNOVATION UND TECHNIK IN NORTH RHINE-WESTPHALIA (DE)
4. ICLEI: ICLEI EUROPEAN SECRETARIAT
5. UHM: NATIONAL AGENCY FOR PUBLIC PROCUREMENT (UPPHANDLINGSMYNDIGHETEN) (SE)
6. LEGAL, FINANCIAL AND ADMINISTRATIVE SERVICES AGENCY (KAMMARKOLLEGIET) (SE)
7. CONSIP (IT)
8. PIANOO: MINISTRY OF ECONOMIC AFFAIRS AND CLIMATE POLICY (NL)
9. MNEC: MINISTRY OF ECONOMY AND DEVELOPMENT (GR)
10. EAS: ENTERPRISE ESTONIA (ETTEVOTLUSE ARENDAMISE SIHTASUTUS) (EE)
11. BMWI: MINISTRY FOR ECONOMY AND ENERGY (DE)
12. CDTI: CENTRE FOR THE DEVELOPMENT OF INDUSTRIAL TECHNOLOGY (ES)
13. INTA: NATIONAL INSTITUTE OF AEROSPACE TECHNOLOGY (ES)
14. SARA BEDIN
15. PROCUREMENT TRANSFORMATION INSTITUTE (FORMERLY ARVO: R&D SLUA LIMITED (IE))
16. ANI: NATIONAL INNOVATION AGENCY (PT)
17. ISCIII: CARLOS III HEALTH INSTITUTE (ES)

FACT SHEET

This document is one of three closely related documents. The purpose of each document, and their interrelation, is described below.

| | |
|--|---|
| <p>Terms of Reference and Application for Network Membership</p> <p>This internal document explains who can become a member of the P2I Network, the admission process, and the benefits and obligations of membership.</p> <p>Deliverable 2.2</p> |  |
| <p>Recruitment Strategy</p> <p>This internal planning document explains how new members will be recruited and incorporated into the P2I Network during the life of the project.</p> <p><i>Included as annex to D2.2</i></p> |  |
| <p>Exploitation Strategy</p> <p>This internal planning document describes planned mechanisms for continued cooperation (and expansion) after the end of the project (i.e. from 2022 onwards)</p> <p>Deliverable 2.3</p> | |

Document: Terms of Reference and Application for Network Membership

Responsible partner: BME

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DISSEMINATION LEVEL

- PU = Public
- PP = Restricted to other programme participants (including the EC)
- RE = Restricted to a group specified by the consortium (including the EC)
- X CO = Confidential; only for members of the consortium (including the EC)

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The network and its members

Procure2Innovate is a European network of competence centres for innovation procurement. The network provides a platform that enables national competence centres from across Europe to communicate, learn from each other and improve the services they offer to public procurers in their country. More information about the network is available at www.procure2innovate.eu.

MEMBERSHIP BENEFITS

- Experience sharing
- Joint representation at a European level
- Reciprocal support from other members
- Common and coordinated actions in the field of Innovation Procurement

APPLICATION PROCESS

New members need to meet the following requirements.

- Have an official mandate from their national government to run a competence centre for innovation procurement.¹
- Have a dedicated budget and other resources (such as staff, a website and offices) for the competence centre.
- Be able and willing to invest additional time and budget into the participation in the Procure2Innovate network.

If these requirements are met, candidates should complete the enclosed application form (Annex I) and submit it to procure2innovate@groups.io

ADMISSION PROCESS

Candidates for network membership need to fill in the enclosed Application Form and supply, if needed, any additional information relevant for the other members of the network to consider.

¹ Innovation procurement is public procurement in which the procurer buys 'innovation'. As defined by the 2014 EU public procurement directives, 'innovation' means the implementation of a new or significantly improved product, service or process, including but not limited to production, building or construction processes, a new marketing method, or a new organisational method in business practices, workplace organisation or external relations. Innovation covers thus both the research and development and the commercialisation/ deployment of innovative solutions (products, services or works). Innovation procurement covers this both R&D procurements, public procurements of innovative solutions and public procurements that purchase a combination of both R&D and the resulting innovative solutions.



The network members will go through the application and make a final decision.

The decision to admit a candidate as a member to the Procure2Innovate network is made by all full members of the network. The decision is made either at a full meeting of the network (via video link or in person) or by email (using Response Form – Annex II). Each mandated national competence centre receives one vote (i.e. one vote per country²). The agreement of two-thirds of existing members is required before a new competence centre can be accepted into the network.

For this reason, decisions on new candidates may take up to 8 weeks. Until December 2021, BME as Procure2Innovate project coordinator will be responsible for setting an appropriate time for such a vote or for circulating application forms to members and collecting votes by email. After this time, this responsibility will fall to the current network chair (more detail on the governance of the Procure2Innovate Network in the post project period can be found in D2.3 Exploitation Strategy).

A timeline and action plan for recruiting new members into the Procure2Innovate project has also been agreed, and is included as Annex III.

FEES

There are no fees involved in joining or being a member of the Procure2Innovate network. New members are expected to cover all their own costs.

MEMBERSHIP OBLIGATIONS

The following obligations exist for members:

- Members are expected to attend meetings with the entire network - at least twice per year.
- Members are encouraged to host network meetings to help foster exchange among members in person.
- During the project period (until December 2021), members are expected to participate in the 'buddy system' which assigns a buddy to each member every year. Buddies support each other and plan joint activities.
- Members are expected to share information, knowledge and experiences with the other members of the network.

Please submit your completed form to:
procure2innovate@groups.io

² For countries where the competence centre is made up of more than one organisation, an internal voting process should be agreed.

ANNEX I: APPLICATION FORM³

| Section 1 | Competence centre details |
|--|---------------------------|
| Country | |
| Name of institution/competence centre (in national language and English translation) | |
| Mandate to run the national competence centre (This could for example be a reference to a national law, the mission of your agency) | |
| Contact details | |
| Associated government institution (incl. contact person) | |

| Section 2 | Nominated contact |
|---|-------------------|
| Please designate a person in your organisation to serve as the primary contact person for the network. | |
| Name of contact person | |
| Position/function | |
| Contact details | |

| Section 3 | Activities in innovation procurement |
|--|--------------------------------------|
| Current national activities in innovation procurement in your country | |
| Current activities of the competence centre (if applicable) | |
| Planned activities of the competence centre | |
| (Planned) annual budget, estimate | |

| Section 4 | Application |
|--|----------------------------|
| What is your motivation for joining the procure2innovate network? (max. 300 words) | |
| We hereby apply for membership of the Procure2Innovate network and commit to delivering | 1. ... 2. ... 3. ... |
| Official stamp | |
| Name and position of organisation representative (departmental head or above) | |

³ For this purpose of this application the members of the procure2innovate network are allowed to save my personal data taking into account data protection regulations.



Date: _____

Signature of representative



ANNEX II: REVIEW FORM⁴

Section 1

Application Approved/ Declined

We hereby approve the application for membership of the Procure2Innovate network

Comment for Decline of Application

Official stamp

Name and position of P2I representative

Date: _____

Signature of P2I representative

⁴ To be completed by existing members

ANNEX III: RECRUITMENT STRATEGY

1. INTRODUCTION

One of the objectives of the Procure2Innovate project is to create a European network of competence centres for innovation procurement, which will provide a platform for continued exchange and collaboration between national competence centres beyond the life of the Procure2Innovate project.

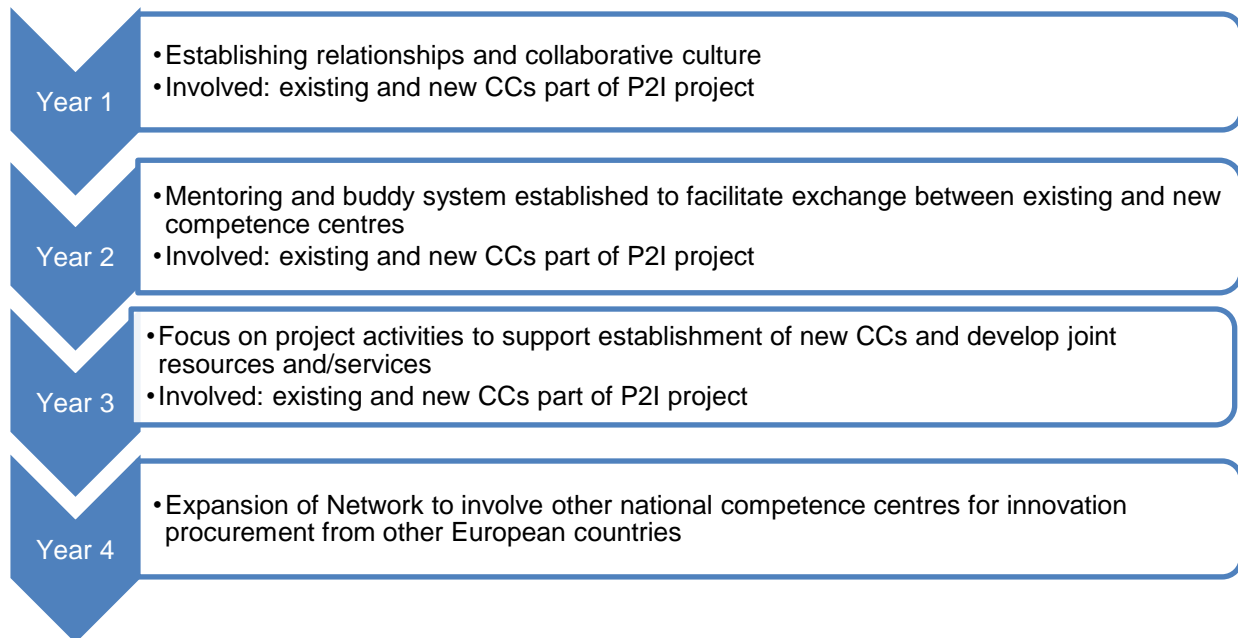
To be a member of the Network, it is necessary to meet the conditions set in the Terms of Reference (D2.2).

This recruitment strategy sets a timeline and methodology for the recruitment of new members to the Procure2Innovate Network **during the lifetime of the project**.

Mechanisms to manage and expand the Network **after the end of the project** are detailed in the Exploitation Strategy (D2.3).

2. TIMELINE

The initial members of the Procure2Innovate network (i.e. the existing and new competence centres taking part in the Procure2Innovate project) decided at the partner meeting on the 18th October 2019 in Lisbon, that the network will be opened to new members during Y4 of the project. This will provide more time for the founding Network members to strengthen the collaborative culture already established during Y1 and Y2 of the project. It will also mean more resources will be developed which can inform core activities of the Network, such as the Joint Common Services list (working group established at the Lisbon partner meeting).



Interest Group

While Network membership will remain closed until at least Year 4 of the project, to allow current members to consolidate their collaboration and focus on achieving project deliverables, it is recognised that there are already activities taking place and resources being produced that are of interest to other competence centres across Europe.

In addition, competence centres are already contacting Procure2Innovate partners to express their interest in joining the Network.

During the first year of the project, two competence centres have expressed an interest in joining the Network. These are:

- Finland, [KEINO Competence Centre](#)
- Lithuania, [Agency for Science, Innovation and Technology \(MITA\)](#)

To ensure opportunities for early engagement are not missed, and to prepare for future Network expansion, an **Interest Group** of at least three further observer/candidate competence centres will be created (as specified in Task 6.3 of the project workplan). How this will function, and eventually incorporated into the Network, is explained in detail below.



3. ACTION PLAN TO RECRUIT NEW COMPETENCE CENTRES

YEAR 1 – 3: REACTIVE APPROACH (INTEREST GROUP FORMATION)

As has already occurred, established competence centres for innovation procurement from other countries, as well as organisations interested in becoming competence centres for innovation procurement may contact Procure2Innovate partners expressing an interest to join.

Until the point at which existing members decide to open the project to new members, interested organisations will be invited to join the **Interest Group**.

ICLEI will manage this Interest Group, by ensuring that they are invited to appropriate events and workshops, and relevant resources are shared with them.

Competence Centres joining the Interest Group will also be able to apply for consultancy services from one of the existing competence centres. As set in the project Grant Agreement, five such consultancy services will be available. The exact scale and task of such a consultancy would have to be decided ad-hoc once a request comes in.

If you are approached by an organisation wishing to join the Procure2Innovate Network, inform both the project co-ordinator (BME) and task leader (ICLEI). The following steps will then be taken:

- Assessment of suitability: BME and ICLEI will assess initial suitability, and a notification will be sent to Network members.
- Decision by all Network members: using the same procedure for new members set out in the Terms of Reference (D2.2), national competence centre members of the Procure2Innovate will vote on the suitability of Interest Group members. This step is necessary now, as it will allow the later seamless transition of the Interest Group members into full members of the Procure2Innovate Network.
- Contact with organisation by ICLEI, including: explanation of timetable for joining network, invitation to interest group and overview of opportunities to engage/benefit.

At the appropriate point in the Network's development, as determined by the Network's members, the Interest Group will be invited to join as Members (as defined in the Terms of Reference, D2.2).

YEAR 3 - 4: PROACTIVE APPROACH

Before the end of the project, and in discussion with the Project Officer, the Network will be opened to new members. New members will be expected to meet the Terms of Reference (D2.2). This proactive approach to recruitment will involve the following steps:

- 1. List of prospective Network members:** A list of prospective competence centres has been developed by the project co-ordinator (BME) and ICLEI, responsible for this activity, as a basis for recruiting new competence centres in other countries to join Procure2Innovate. Those joining the Interest Group will also be added to the list of prospective members. The list (as of M24) is available as Annex IV to D2.3. A 'living' list is available [here](#) (*Recruitment table* tab).
- 2. Agreement of list of prospective members:** All partners will agree the list of suggested candidates to enlarge the P2I Network. In addition, it will be decided if there are any priority competence centres to be included in the Network, and which existing Network member should initiate contact (based on existing relations, geographical closeness etc).
- 3. Type of approach:** Each partner in charge of contacting a candidate competence centre will decide how to approach it: via email, via phone or face to face, depending on different factors.
- 4. Information to be provided:** After a first initial contact with the candidate, the Procure2Innovate partner responsible for contacting them will share some useful information with the candidate.
 - If the candidate needs to establish itself as a competence centre, three documents will be shared:
 - the guidance on how to set up a competence centre for innovation procurement,
 - the Terms of Reference to join the Procure2Innovate Network and
 - the Procure2Innovate leaflet.The first document includes information on innovation procurement, what a competence centre is, characteristics of the institution, audiences it targets, the budget Procure2Innovate competence centres have allocated for their activities...The Terms of Reference inform candidates on the process and requirements to join the Procure2Innovate Network.
 - If the candidate is already a competence centre, three documents will be shared:
 - a checklist to make sure all requirements are fulfilled,
 - the Terms of Reference to join the Procure2Innovate Network and
 - the Procure2Innovate leaflet.

ANNEX IV: LIST OF POTENTIAL CANDIDATES

| Country | Name of the candidate | Suggested by | Comments | Status |
|----------------|---|--------------|----------|----------------|
| Lithuania | MITA | BME/ ICLEI | | Interest Group |
| Finland | Motiva | BME/ ICLEI | | Interest Group |
| Finland | VTT | BME/ ICLEI | | Interest Group |
| France | Ministry of Finance | BME/ ICLEI | | |
| France | Ministry of Interior, Service Des Achats De L'Innovation | BME | | |
| Norway | DIFI | BME/ ICLEI | | |
| Czech Republic | TACR Innovation Agency | BME/ ICLEI | | |
| Czech Republic | DEX Innovation Centre | BME/ ICLEI | | |
| Belgium | BOSA | BME/ ICLEI | | |
| Poland | Centre of Excellence in the Field of Knowledge-Based Economy – University of Lodz | BME/ ICLEI | | |
| Hungary | INNOVA Észak-Alföld Nonprofit Ltd | BME/ ICLEI | | |



PROCURE2 INNOVATE

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