

New Energy Solutions Optimised for Islands



EUROPEAN ISLANDS FACILITY

GUIDELINES FOR APPLICANTS

NESOI Erasmus Call

Version 1.1 - 17 November 2022

Disclaimer: The current version can be subject to changes. Applicants are invited to regularly check if the versions have been adjusted.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 864266.

Table of contents

1	Introduction.....	4
2	NESOI At glance.....	5
2.1	What is NESOI?	5
2.2	What are the objectives of NESOI?.....	5
2.3	How NESOI can contribute to the energy transition on islands?	5
2.4	Who is NESOI Consortium?	6
3	NESOI Erasmus Short Study Tours offer.....	8
3.1	Who can apply to receive NESOI Erasmus STT(s).....	10
3.2	Which type of financial support is provided?	10
3.3	What is total EU funding available for the ERASMUS call?	11
3.4	What type of costs are eligible?	11
3.5	Is there any financial reporting?.....	11
3.6	Which types of projects does NESOI support?	12
3.7	Does NESOI application require a declaration of honour?	12
4	NESOI ERAMUS Process.....	13
4.1	What is the procedure to benefit from NESOI ERASMUS Programme?.....	13
4.1.1	Application.....	13
4.1.2	Grant Agreement phase.....	13
4.1.3	Implementation of the action.....	13
4.1.4	Evaluation and approval of the action implementation.....	13
5	Application form and process.....	14
5.1	Where can the application form be found?.....	14
5.2	Which information must be provided in the application form?	16
5.3	Are there templates available for the required documents?	18
5.4	Is it possible to submit the documents in national language?.....	18
5.5	Can an entity submit more than one candidate (multiple submission)?	18
5.6	When should be submitted the application form?	18
5.7	Is there a confirmation for the submission process?	18
5.8	How to seek support in case of questions during the application process? .	18
5.9	Absence of conflict of interest.....	19
6	Evaluation and selection of applicants.....	20
6.1	What is the procedure for evaluating the applications?	20
6.2	What are the criteria for evaluating the applications?.....	20
6.3	How are applications scored?	20
6.4	How is the final selection reached?.....	22
6.5	How long does it take to receive the result?.....	22
6.6	How are applicants informed about the results?.....	23
6.7	What are the next steps in case the application is selected?.....	23
7	Preparation and Grant Agreement Signature	24
7.1	Which information is provided in the Sub-Grant Agreement?	24
7.2	Are there any other documents to be sent at this stage?	24
7.3	What is the timeline for the signature of the Grant Agreement?	24

7.4	How is the grant paid?	24
8	Applicants' communication flow	25
8.1	What is the communication procedure for applicants?	25
8.2	Can applicants appeal a rejection?.....	25
9	Communication and publicising activities	26
9.1	Is there any obligation about communication?	26
10	Support for the applicants	27
10.1	How NESOI Helpdesk works?.....	27

1 Introduction

The EU Island Facility NESOI (New Energy Solutions Optimised for Islands) is a four-year Horizon 2020 project funded under call topic LC-SC3-ES8-2019 (European Islands Facility -Unlock financing for energy transitions and supporting islands to develop investment concepts)¹. It began on 1 October 2019 and will finish on 30 September 2023 and is made up of a multi-disciplinary consortium consisting of 10 partners from 9 EU member states. It has a total budget of €10 million of which approximately €3 million is dedicated to a cascade funding mechanism to provide direct financial support to EU Islands. Coupled to consortium capacity building activities, the facility aims to mobilise more than 100 M€ of investment in sustainable energy projects to an audience of 2.400 inhabited EU islands by 2023, giving the opportunity to test innovative energy technologies and approaches in a cost-competitive way and leading to an expected 440 GWh/year in energy savings.

2 NESOI At glance

2.1 What is NESOI?

New Energy Solutions Optimised for Islands (NESOI) aims to unlock the potential of the EU islands to become the locomotives of the European Energy Transition. To achieve so, NESOI will promote the green energy investment to an audience of 2,400 inhabited island giving also the opportunity to test the new innovative energy technologies in a cost-competitive way. Energy in islands is expensive, polluting, inefficient, dependent from external supply. Therefore, EU islands have to work together towards stable, cheaper, cleaner energy, to promote self-sufficiency and to fight against climate change whose effects are stronger on islands due to shore erosion, water scarcity, etc. To do so, islands have to understand which are the most relevant opportunities for their ecosystem, starting from the redaction of energy transition planning documents to the implementation of consolidated and innovative technologies for RES, Energy Efficiency (EE), Storage and Clean Transport.

Moreover, to ensure that the technologies implemented are in line with the European green goals, NESOI will work in strict contact with the Clean Energy for EU Islands Secretariat bringing it one step forward by providing to islands training, technical support, cooperation opportunities and robust funding opportunities to concretely convert Islands' Plans into Renewable Energy Sources (RES) plants, building and energy infrastructure retrofitting, energy bills reduction, local job creation, etc.

2.2 What are the objectives of NESOI?

The ultimate goal of the New Energy Solution Optimised for Islands is to facilitate the decentralization of energy systems and contribute to EU policy in achieving 2030 climate targets. This will be achieved by mobilising more than 100 M€ of investment in sustainable energy projects to an audience of 2,400 inhabited EU islands and give the opportunity to test innovative energy technologies and approaches in a cost-competitive way. To that end, NESOI aims not only to provide first-step financial support for islands energy transition investment plans and projects, but also to provide technical assistance and coaching through the NESOI experts to develop and implement energy transition plans or sustainable energy-related projects.

The specific objectives of NESOI are to:

- Promote investments for energy transition in the islands
- Facilitate the decentralization of energy systems
- Contribute to EU policies and the achievement of 2030 targets by:
 - o 440 GWh/year primary energy savings
 - o 160 ktCO₂/year of GHG emissions avoidance

2.3 How NESOI can contribute to the energy transition on islands?

To achieve the previous objectives, NESOI Facility works in close contact with the [Clean Energy for EU Islands Secretariat](#) - created to facilitate the clean energy transition on EU islands from the bottom up; and bringing it one step forward by providing to islands **training, technical support, cooperation opportunities and robust funding** opportunities to concretely convert Island Sustainable Energy Action Plans into



Renewable Energy Sources (RES) plants, building and energy infrastructure retrofitting, energy bills reduction, local job creation and more.

To achieve this, NESOI platform will not only to provide first-step funding for islands energy transitions plans, but also a one-stop-shop for islands where to find ideas and effective organisational, technical and financial instruments for the whole value chain of a project.

2.4 Who is NESOI Consortium?

NESOI is formed by a consortium with high expertise in analytic and financial, technical, legal and procedural, environmental and social fields. Furthermore, NESOI consortium provides expertise in islands environment from previous and forthcoming H2020 projects, energy and financial institutions network (also promoted via a B2B matchmaking approach) and expertise in cascade funding implementation.

SINLOC - SISTEMA INIZIATIVE LOCALI SPA



Website:

www.sinloc.com

R2M SOLUTION



Website:

www.r2msolution.com

RINA CONSULTING S.P.A



Website:

www.rina.org

ZABALA INNOVATION CONSULTING, S.A.



Website:

www.zabala.eu

CIRCE - CENTRE OF RESEARCH FOR ENERGY RESOURCES AND CONSUMPTION





Website:
www.fcirce.es

CENTRE FOR RESEARCH & TECHNOLOGY HELLAS (CERTH)



Website:
www.certh.gr

E.ON SOLUTIONS GMBH



Website:
www.eon.com

WOLF THEISS RECHTSANWALTE GMBH & CO KG



Website:
www.wolftheiss.com

DELOITTE ADVISORY SL



Website:
www.deloitte.com

HELLENIC ASSOCIATION FOR ENERGY ECONOMICS



Website:
www.haee.gr

3 NESOI Erasmus Short Study Tours offer

The NESOI Short Study Tours are 3 unique opportunities to develop your knowledge and network onsite and meeting in person experts and professionals carrying similar energy transition projects as the ones you are carrying out and/or supporting on your island.

The goals of these 3 to 4 days tours are:

- To stimulate and ensure knowledge exchange between NESOI projects beneficiaries and new applicants
- To offers staff exchange opportunities between islands for technicians and decision makers profiles
- To demonstrate NESOI success stories
- To encourage the exchange of best practices among islands
- Support potential replications of NESOI methodology

Expected benefits for the guests:

- Enlarged knowledge in the domains treated by the STT attended.
- Enhanced capacity to implement energy transition projects in the topics targeted by the STT attended.
- Broadening of the network of experts and homologues from other islands working on similar projects.
- Increased chances of success of project implementations thanks to the replication advises received during the STT.

Overall, NESOI proposes

- **Hosts**| NESOI Consortium has arrange the hosting of the short study tours in 3 different European islands. The selected hosts have offered to co-design the tours making them a unique opportunity to learn from recognized European experts and island's energy transition stakeholders. Best practices and lesson learnt based on previous and ongoing projects will be presented during knowledge sharing sessions. Also, the hosts will organise interactive workshops and offer special guided site visits. The hosts selection allows to cover different topics reflecting the diversity of NESOI technical assistance and the tour date has been fixed; the information appears in the following table by STT:

	Hosts	Topics	Location	When
STT1	DAFNI & Astypalea Municipality	Energy Community & e-Mobility	Astypalea Island Greece	March 2023, 6 th -10 th
STT2	The Port Authority of Messina	Decarbonization of ports and boats	Sicily Italy	March 2023, 27 th –31 st
STT3	The European Marine Energy Centre Ltd (EMEC)	Green H2 & Marine renewable energies	The Orkney Islands Scotland/UK	May 2023, 8 th -12 th

- **Tours**| Tours will benefit to guests demonstrating a high replication potential. Here below are shared programme highlights and partnerships put in place to maximize the impact of each STT.

Hosts	Programme highlights	Partners
STT1 DAFNI & Astypalea Municipality	1. A fast capacity building session will introduce the tour, co-organise by NESOI and the CE4EUI Secretariat.	CE4EUI Secretariat

	<p>2. Greek Lighthouse projects (islands and beyond) best practices and lessons learnt will be shared by stakeholders from other Greek islands invited to share their experience</p> <p>3. 'Planning Clean energy project in real life': a 'real life session' interactive workshop will be organized by Dafni with the local community. 4. Making use of EU technical Assistance platforms, guided interactive tour.</p> <p>5. Site visit: Astypalea e-mobility installations and tools</p>	<p>Greek islands stakeholders</p> <p>Council of Astypalea</p>
<p>STT2 The Port Authority of Messina</p>	<p>1. The technical programme will be co-developed by Messine Porth Authority, DICEAM, ENEA and CNR.</p> <p>2. An energy planning project forum with presentation and exchange with various energy planning projects and consortia will be proposed to cover a large number of energy planning context and potential issues.</p> <p>4. The participants will be guided through the EU technical assistance platforms with the aim for them to adopt the tools immediately available to support their daily work.</p> <p>5. Several site visits are foreseen including the visit of Messina port activities, an eclectic ferry and its associated installations.</p>	<p>Università degli Studi Mediterranea di Reggio Calabria – Dipartimento di Ingegneria Civile, dell'Ambiente e dei Materiali (DICEAM)</p> <p>ENEA - Dipartimento Unità per l'Efficienza Energetica (DUEE)</p> <p>CNR - Istituto di Tecnologie Avanzate per l'Energia "Nicola Giordano" (ITAE)</p>
<p>STT3 The European Marine Energy Centre Ltd (EMEC)</p>	<p>1. The technical programme is led by EMEC, which have announced collaborations with the Energy Academy of Samsø and NESOI experts from CERTH in Greece.</p> <p>2. A technical introduction will kick-off the programme: why H2, what are the green H2 challenges, why and how to develop a H2 valley, specificities and future of marine renewable energies,</p> <p>3. A replication workshop aiming at advising how to tackle the participants' challenges to support their paths to success will be animated by EMEC and its partners.</p> <p>4. 2 site visits are foreseen: the visit of the marine renewable energy installations (Stromness) and the H2 electrolyser and plant (Eday island).</p>	<p>Energy Academy of Samsø</p> <p>PlusZero</p> <p>CERTH</p> <p>Council of The Orkney Islands</p>

The following questions provides further information and details about NESOI Erasmus STT(s).

3.1 Who can apply to receive NESOI Erasmus STT(s)

The NESOI Erasmus programme aims to stimulate staff exchange between islands' staff members. The NESOI ERASMUS call is open to candidates ("guests") belonging to all kinds of organisations, which are **public and private legal entities** established in:

- One inhabited island belonging to
 - one of the Member States (MS) of the European Union (EU) or United Kingdom (UK), including their outermost regions¹ but excluding Overseas Countries and Territories (OCT) which belong to a Member State but do not form part of the EU territory²;
 - or one of H2020 associated countries (those which signed an agreement with the Union as identified in Article 7 of the Horizon 2020 Regulation): according to the updated list published by the EC³.
 - or one of the European Free Trade Association (EFTA) countries: Iceland, Liechtenstein, Norway, Switzerland.
- And, an inhabited island with maximum area of 30,000 km², in order to have as eligible all islands except for large nation-scale ones (i.e.: Ireland and Great Britain); it is highlighted that islands belonging to these nation-scale islands are, on the other hand, eligible.

The candidates ("guest") must comply with the specific eligibility conditions:

- Be considered staff of the sending organization
 - Type of relationship (employment contract, fellowship or other) between the staff member and the sending organisation must comply with the applicable national law and internal practices
 - The staff member must be under the direction and instructions of the sending organisation for the duration of the NESOI Erasmus STT.
 - Be actively engaged in an organisation working on energy-related topics or linked to energy-related topics.
- Be able to speak English,
- Have the rights and possibility to travel
- Have the endorsement of its employer.

3.2 Which type of financial support is provided?

Hosts | The NESOI consortium makes available a maximum budget of 3000 euros per host to cover, for instance, the transportation and catering costs. This budget corresponds to a refunding based on receipts. The aim is to support the organisation of the Short Study Tours.

¹ https://ec.europa.eu/regional_policy/en/policy/themes/outermost-regions/

² <https://trade.ec.europa.eu/tradehelp/overseas-countries-and-territories>

³ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

Guests | Each guest will receive a lump sum based on the estimated costs of transportation to the final location and accommodation and food not covered by the host. By signing the letter of support to the application of the guest, the organisation commits to finance the Short Study Tour, trip and stay, of the successful candidate. For fairness, if the organisation employing the guest and the STT are located in the same country, the lump sum is reduced of 200 euros (Lump sum 2), to adjust for the transportation cost reduction.

In order to assure that the “guest” has the endorsement of its employer, transportation and accommodation costs shall be incurred by the organisation of the “guest”.

Location	Lump sum 1	Lump sum 2
STT1 - Astypalea	1000 euros	If the guest is traveling from Greece: 800 euros
STT2 - Sicily	1000 euros	If the guest is traveling from Italy: 800 euros
STT3 - The Orkney Island	1150 euros	If the guest is traveling from The UK: 950 euros

3.3 What is total EU funding available for the ERASMUS call?

The total EU funding available for the first call for proposals is 28,169€.

3.4 What type of costs are eligible?

Travel costs and related subsistence allowances (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are eligible if they are in line with the beneficiary’s usual practices on travel, provided they do not exceed the lump sum above indicated in section 3.2.

Furthermore, eligible costs are those actually incurred by the beneficiary which meet the following criteria:

- they must be actually incurred by the beneficiary (candidate or guest)
- they must be incurred in the period set out in selected NESOI Erasmus Short Study Tour, which it will be depicted in the Sub-Grant Agreement;
- they must be indicated in the budget set out in the Sub-Grant Agreement;
- they must be incurred in connection with the selected NESOI Erasmus Short Study Tour and necessary for its implementation;
- they must be identifiable and verifiable, in particular recorded in the beneficiary’s accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary’s usual cost accounting practices;
- they must comply with the applicable national law on taxes, labour and social security, and they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

3.5 Is there any financial reporting?

There will be no financial checks, reviews or audits focusing on costs carried out by NESOI. However, the monitoring reports will assess the coherence of the spent money with the achieved results and objective.

Moreover, the beneficiaries must ensure that the European Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 of the

Annotated Model Grant Agreement⁴ from the Horizon 2020 Programme. Therefore, beneficiaries must keep the original documents of their expenses (e.g. invoices, contracts).

3.6 Which types of projects does NESOI support?

All kinds of energy transition-related projects in line with EIB lending policy are eligible for NESOI support, including but not limited to:

- Production of energy from renewable sources,
- Energy efficiency interventions on assets (buildings, lighting systems, etc.),
- Realization/Improvement of energy storage systems,
- Improvement of the existing electricity grid,
- Realization/improvement of District Heating and Cooling networks,
- Energy-related waste and water management actions,
- Implementation of sustainable mobility solutions,
- Improvement of energy monitoring and management,
- Energy auditing and analysis, energy planning.

Although projects belonging to any of the above-listed categories, or more in general to the energy transition field, are eligible for NESOI support, it is highlighted that NESOI will give priority to the support of projects characterized by:

- large impact in terms of energy savings, GHG emissions, etc,
- high potential for replicability in other islands,
- high leverage in terms of investment mobilized with the received support.

3.7 Does NESOI application require a declaration of honour?

In order to be eligible for NESOI support, beneficiaries must sign a Declaration of Honour about the absence of situations of exclusion as listed in Article 136(1) of the EU Financial Regulation⁵ before the sub-grant agreement can be signed.

A non-exhaustive list of such situations includes, but is not limited to:

- Bankruptcy;
- Criminal offences;
- Subject to insolvency or winding up procedures;
- Breach of obligations relating to the payment of taxes or social security contributions;
- Violating intellectual property rights;
- Subject of a final judgement as guilty of fraud, corruption, etc.

It is highlighted that reimbursement of received grant will be requested by NESOI to beneficiaries only in case of significant misconduct, negligence and non-compliance with the provisions set out in the sub-grant agreement. Similarly, no financial guarantees will be requested to the beneficiaries on grant received.

⁴ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

⁵ https://ec.europa.eu/budget/library/biblio/publications/2018/financialregulation_en.pdf

4 NESOI ERASMUS Process

4.1 What is the procedure to benefit from NESOI ERASMUS Programme?

The following figure provides a summary of the main steps to benefit from the ERASMUS Programme offered by European Islands Facility NESOI.

1. Application Form (2 months)
2. Evaluation and selection (1 month)
3. Sub-Grant Agreement (1 month)
4. NESOI ERASMUS Tours (3 - 4 days)
5. Certification and Payment (1 month)

4.1.1 Application

Applicants are invited to register, create a user profile, and complete the full application form, prepare the required supporting documents and submit them via the NESOI platform. Applications are evaluated by the NESOI Technical Committee Members, during a 1-month period.

4.1.2 Grant Agreement phase

Successful applicants conclude Grant Agreements to benefit from NESOI ERASMUS Programme.

4.1.3 Implementation of the action

Selected Beneficiaries will participate in the NESOI Short Study Tour chosen in the application form (3 options - 3 Short Study Tours). The NESOI Short Study Tours will take place on the dates specified above in section 3. Any potential change of implementation date will be communicated with time enough to the beneficiaries. Therefore, applicants/candidates are encouraged to block the agenda.

Please note that NESOI will pay upon participation and completion of the selected NESOI Short Study Tour.

4.1.4 Evaluation and approval of the action implementation

To access to the payment, selected beneficiaries must sign every day (3 day-event) the NESOI attendance sheet that will be provided there during the NESOI Short Study Tour. The person attending the NESOI Short Study Tour must be the same candidate depicted in the Sub-Grant Agreement, as well as in the Application Form.

5 Application form and process

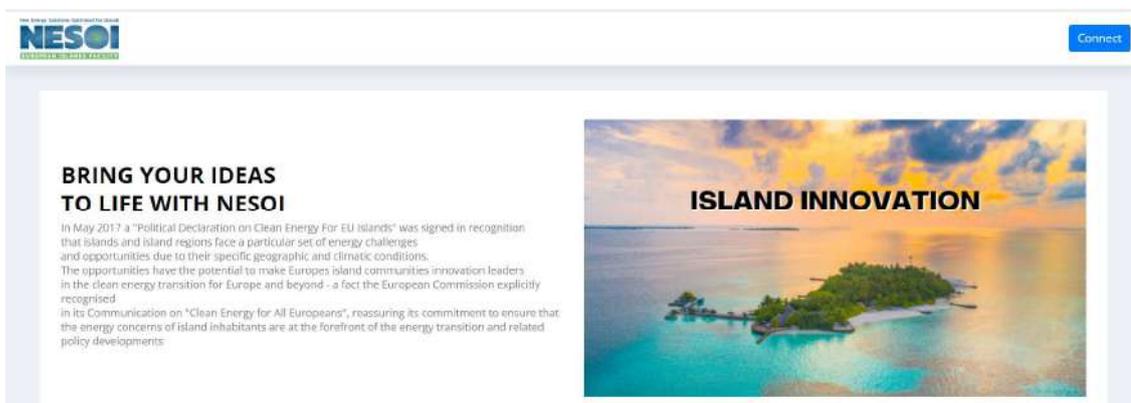
5.1 Where can the application form be found?

The applications must be built and submitted through [NESOI web application](#)⁶.

5.2 How to build and submit the application?

Submission is a 2-step process:

1. **Create a user account and register your organization.** To use the [NESOI NEF Platform](#), all applicants need to create a user account and register. To that end, please:
 - a. Click on **“Connect”**



- b. Once you have been connected, you can register by clicking on **“Register Here”**.



⁶ <https://www.nesoi.eu/nef-platform/#/home>

- c. Please fill all the mandatory fields



New Energy Solutions Optimised for Islands
NESOI
EUROPEAN ISLANDS FACILITY

Register

Email:*
e.g. johndoe@company.com *

Password:*
Enter a strong password *

First name:*
e.g. John *

Last name:*
e.g. Doe *

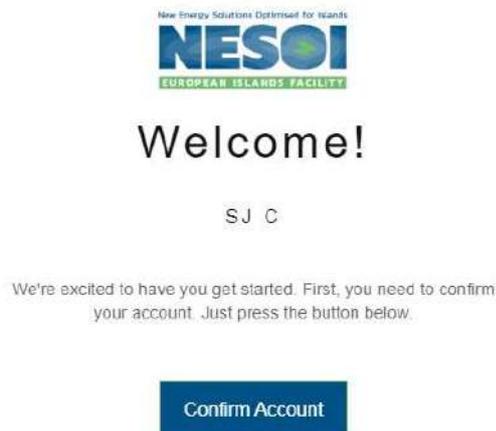
Role:*
Choose the role that describes you best *

I agree to [Terms & Conditions](#)

Register

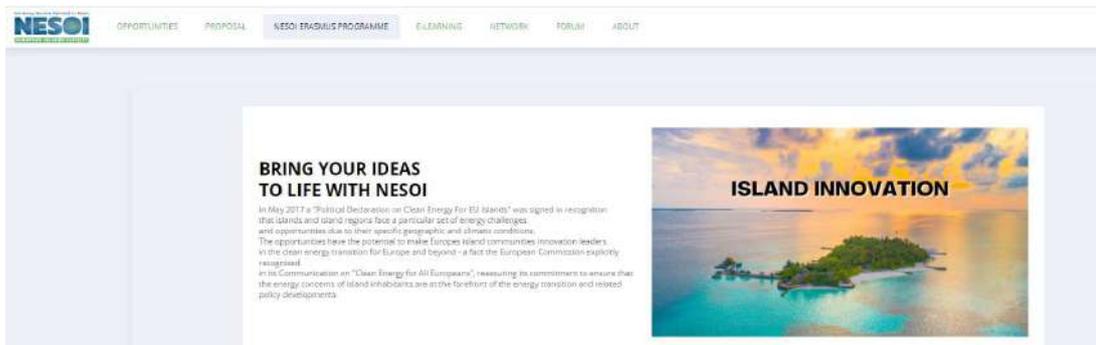
Already have an account? [Log in here](#)

- d. When your registration is finalised, you will receive a confirmation email from noreply@nesoi.eu. Please click on confirm Account



2. Build and submit the application

- a. Click on “NESOI ERASMUS PROGRAMME”



- b. Then click on “CREATE NEW” to create the Application Form.



- c. The application form must be dully filled. Please see section 5.3. to see the information which must be provided. Please make you to save any information or changes in the application form (Click on “Save”).
- d. Once you have completed the application form and attached the supporting documents, please validate from before submitting the proposal by clicking on “VALIDATE FORM”.



- e. To submit the application, click on “SUBMIT”. The proposal must be submitted before the call deadline (see section 5.7).

Do not wait until the end to submit. It is highly recommended to submit your proposals as early as possible and at least 48 hours before the deadline. This will avoid technical problems (system requirements, local configuration settings, system congestion, etc).

5.3 Which information must be provided in the application form?

The actual application form is provided in the online proposal submission system on the NESOI platform. Proposals must be prepared and submitted through the online [NESOI platform tool](#), available via [the NESOI web page](#).

The information to be provided in the application is summarized in the following tables (however, please see the online application form and the template of the application form for further information).

Information to be provided

General Data of the Candidate

- Name and Surname (50 characters)
- Gender (drop-down list)
- Organisation (50 characters)
- Department (50 characters)
- Position (50 characters)
- Employment status (drop-down list: permanent employee, temporary employee, free-lance)
- Description of the role in the Organisation (200 characters)
- Island (50 characters)
- Country (drop-down list)

Curriculum of the Candidate

- Years of work experience (number) of which in the energy field (number)
- Highest degree obtained (100 characters)
- Description of education background (1000 characters)
- Language skills (checkbox, from A1 to C2 level according to CEFR):
 - English
 - Other languages (specify)
- Description of personal experience in the energy sector and specifically on islands' energy transition (2000 characters)

Relevance of the Candidate for the NESOI Short Study Tour

- NESOI Short Study Tour of Interest, indicate up to 3 study tours in order of preference (drop-down list):

	Host	Topic	Location	When
STT1	DAFNI & Astypalea Municipality	Energy Community & e-Mobility	Astypalea Island/Greece	March 2023, W2
STT2	The Port Authority of Messina	Decarbonization of ports and boats	Sicily/Italy	March 2023, W5
STT3	The European Marine Energy Centre Ltd (EMEC)	Green H2 & Marine renewable energies	The Orkney Islands/Scotland/UK	May 2023, W2

- Key reference projects completed by the organisation in the energy transition field (2000 characters)
- Projects planned by the organisation for the energy transition of the island (2000 characters)
- Expected impact of the participation to the study tour on the future projects of the organisation and the candidate for island energy transition (2000 characters)
- Additional comments supporting the application (2000 characters)

Attachments

Important: The maximum size of each document attached is 10Mb.

- Mandatory: letter of support from the organisation
- Optional: The NESOI platform contains all functionalities to attach relevant documents. If additional information to support or provide evidence in support of an element described in the application form is considered necessary (e.g., candidate, project or organization), these may

be included in Attachments. However, those type of attachments are not systematically read during the evaluation

5.4 Are there templates available for the required documents?

Applications must be built and submitted through NESOI web application. Moreover, template for the mandatory annexe can be found in NESOI platform (i.e., letter of support from the organisation).

5.5 Is it possible to submit the documents in national language?

English is the official language for NESOI open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the NESOI programme.

However, the attachments **to support or provide evidence in support of an element described in the application form** can be submitted in the original language and do not need to be translated unless the applicant deems it necessary. Those type of attachments are not systematically read during the evaluation. Avoid sending extensive annexes, since only reasonable amounts of (supporting) information about relevant statements in the proposal can be processed during the evaluation.

5.6 Can an entity submit more than one candidate (multiple submission)?

Yes, an entity can submit more than one candidate (multiple application forms). However, the entity can only benefit once from NESOI ERASMUS Programme (ERASMUS support).

5.7 When should be submitted the application form?

The opening of the ERASMUS call for proposals is Wednesday, 2nd November 2022. All parts of the Application Form shall be submitted electronically through the NESOI platform **before Friday, 30nd December 2022, 17:00.00 Brussels time.**

5.8 Is there a confirmation for the submission process?

All submitted proposals will receive an automatic e-mail acknowledgement of receipt of the application from projectnesoihorizon2020@gmail.com, including the number of the proposal, date and hour of the submission. If this mail is not received after submitting a proposal, check the spam box. This e-mail should not be taken as an indication that the proposal is admissible, only that it was submitted.

5.9 How to seek support in case of questions during the application process?

NESOI website has available a FAQ section to provide a comprehensive overview of the questions that can arise during the application process. Moreover, a glossary of the relevant terms is available to facilitate the applicant's understanding of the NESOI documents.

Finally, NESOI helpdesk is available at www.nesoi.eu and can be used to submit specific questions.

5.10 Absence of conflict of interest

Applicants shall not have any actual or/and potential conflict of interest with the NESOI selection process and during the whole programme. In particular, the applicants cannot be NESOI consortium partners or affiliated entities nor their employees or co-operator under contractual agreement. Conflict of interest cases will be assessed individually. In case of any queries, applicants can contact the NESOI Helpdesk.

6 Evaluation and selection of applicants

6.1 What is the procedure for evaluating the applications?

All received applications through the NESOI web application within the deadline will be collected and pass through a first screening and eligibility check aimed at identifying potential macroscopic inconsistencies and errors before sending proposals to the evaluation phase.

Each proposal will be sent to three different evaluators who will assess all the proposal sections. Each evaluator will receive the whole proposal package and carry out the assessment in a maximum of two working weeks. Each evaluator will first assess the structure and contents of the proposal and highlight any relevant error or gap against required content.

All the evaluators will insert the outcomes of the evaluation into a database and once all the evaluators have submitted these evaluations a comparison of the scores will be performed and discussed if the difference is more than 1.0 point. After this, the average marks will be calculated, and proposals will be ranked according to the total score obtained.

6.2 What are the criteria for evaluating the applications?

The criteria used to evaluate the applications are:

- **curriculum of the Candidate** - when analysing this section, evaluators will specifically assess the:
 - education background
 - work experience
- **Relevance of the Candidate for the NESOI Short Study Tour** - When analysing this section, evaluators will specifically assess the:
 - past projects of the organisation
 - future plans of the organisation
- **Impact of the training on the organisation and candidate** (based on the relevance) - When analysing this section, evaluators will specifically assess the robustness and level of ambition of the expected impacts

Only proposals submitted through NESOI web application and written in English will be accepted and evaluated. Only applications from eligible beneficiaries and islands will be evaluated. Moreover, to be evaluated, the application must have fulfilled the following sections according to the instructions included in the application form.

6.3 How are applications scored?

1 | Assessment by Single Evaluator

The first step is the independent assessment by single evaluators. Each evaluator will score the proposal with a mark from 1 to 5 (with 0.5 resolution) on each of the three areas of evaluation:

- curriculum of the Candidate
- Relevance of the Candidate for the NESOI Short Study Tour
- Impact of the training on the organisation and candidate (based on the relevance)

Following the approach adopted in the evaluation of Horizon 2020 project proposals, the marks are to be given according to the following equivalences:

1. Poor - the criterion is inadequately addressed, or there are serious inherent weaknesses.

2. Fair - the proposal broadly addresses the criterion, but there are significant weaknesses.
3. Good - the proposal addresses the criterion well, but a number of shortcomings are present.
4. Very good - the proposal addresses the criterion very well, but a small number of shortcomings are present.
5. Excellent - the proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.



In order not to disqualify the proposal, for each evaluator the minimum scoring thresholds shall be:

- 2.0 (included) for individual areas of evaluation;
- 9.0 (included) for the total score calculated as the sum of the scores given for the four areas of evaluation.

Attachments (if any) will not be subject to direct evaluation but will be analysed by the evaluator as supporting documents to the core part of the proposal.

Each evaluator will insert the outcomes of his/her evaluation (mark from 1 to 5 with 0.5 resolution) for each of the four areas of evaluation and total mark out of 15 (resulting from the sum of the three marks) into a database. The marks given by other evaluators will not be visible until the evaluation is completed by all evaluators.

2 | Discussion among Evaluators

The database created for proposals evaluation purposes will compare marks given by different reviewers and, in case marks given by different reviewers in more than one area of evaluation will differ by more than 1.0 from the average mark, the database will highlight the proposal as needing discussion.

For each proposal requiring discussion among evaluators, a conference call having a maximum duration of 30 minutes will be organized through a suitable platform and will involve all the three evaluators.

Each evaluator will explain the reasons for the given mark and discussion will take place with the aim of agreeing on the most suitable mark.

Minutes of the meeting will be taken and correction of the given marks will, when needed, be done directly in the Microsoft Access® database during or right after the discussion session. The updated marks will provide to the ranking elaboration.

3 | Ranking

After the completion of the evaluation of the received proposals, the average marks for the creation of the ranking will be calculated.

For each proposal and each area of evaluation, an average mark will be calculated as the arithmetic average of the marks given by the three evaluators.

Average marks will be calculated with two decimals and rounding will be applied according to the following rules:

- values with decimals up to 0.24 will be rounded to the lower integer number;
- values with decimals from 0.25 to 0.74 will be rounded to the lower integer number plus 0.5;
- values with decimals between 0.75 and 0.99 will be rounded to the higher integer number.

The total mark will then be calculated as the sum of the average marks obtained in the three areas of evaluation and therefore will have a maximum value of 15.

The ranking will be formed by ordering all the received proposals by descending total score. As mentioned above, proposals with a score lower than 9.0 will be disqualified and will not receive NESOI support.

If two applications are ranked equally according to these criteria, the first application to be presented to the NESOI Facilitating Platform will be given precedence.

If this latter criterion was not enough to rank the applications, and only one of the applications can be selected, a draw before a public notary will be held. If on the other hand both applications would be selected (or not selected), no precedence will be given and the two projects will be ex-aequo.

6.4 How is the final selection reached?

Based on the ranking of applications developed as described in the previous paragraph, the final selection will be carried out.

The first “n” applications in the ranking will be selected until the first of the following conditions is met:

- the total score threshold of 9.0 is reached;
- the maximum number of participants to the short study tours is reached.
- the cumulated support to selected projects reaches the maximum of EU funding available for the ERASMUS programme (see section 3.3)

6.5 How long does it take to receive the result?

The evaluation process shall take approx. one (1) months starting from the closing date of the call. After this period, applicants will be informed about the result.

6.6 How are applicants informed about the results?

After the evaluation process is concluded, applicants are informed via e-mail about the results, although NESOI website will also publish the list of selected applicants. Moreover, the rejected applicants will also receive an Evaluation Summary Report (ESR) with the reasons for exclusion.

Applicants are strongly encouraged to check Spam inbox.

6.7 What are the next steps in case the application is selected?

Successful applicants conclude a Grant Agreement to receive NESOI support.

7 Preparation and Grant Agreement Signature

7.1 Which information is provided in the Sub-Grant Agreement?

The objective of the negotiation is to fulfil all the legal requirements between the beneficiary and European Islands Facility NESOI. It sets out the terms and conditions of the relation between the beneficiary and European Islands Facility NESOI.

The model Sub-grant agreement is not negotiable and will be signed in English. Sub-grant agreement preparation covers technical, legal and financial as well as other relevant aspects of the proposal based on the results of the evaluation. Upon finalisation, the grant agreement is sent to the beneficiary for signature.

7.2 Are there any other documents to be sent at this stage?

Yes, the following documents will need to be provided during the Sub-Grant Agreement Preparation:

- **Legal Entity Form (Beneficiary):** The Legal Entity form for the awarding of NESOI funding and support. The editable form can be downloaded in all EU languages from the following website⁷.
- **Financial Entity Form (Beneficiary):** Financial Identification form to communicate the banking coordinates necessary to the authorization of payments from the EU.
- **Declaration on Honour on exclusion criteria and selection criteria**
- Copies of an **official valid proof of identity** (ID-card, Passport) from the selected candidate

As well as any other supporting document that NESOI deemed necessary for the Sub-Grant Agreement Preparation.

7.3 What is the timeline for the signature of the Grant Agreement?

The timeline for the preparation and signature of the Sub-Grant Agreement is one (1) month starting from the date after receiving the decision about their selection for the NESOI support.

7.4 How is the grant paid?

To access to the payment, selected beneficiaries must sign every day (3 day-event) the NESOI attendance sheet that will be provided there during the NESOI Short Study Tour. The person attending the NESOI Short Study Tour must be the same candidate depicted in the Sub-Grant Agreement, as well as in the Application Form.

Payment shall be made directly to the organisation of guest attending the NESOI Short Study Tour, not to the natural person.

⁷ http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

8 Applicants' communication flow

8.1 What is the communication procedure for applicants?

After the evaluation process is concluded, applicants are informed via e-mail about the results, although NESOI website will also publish the list of selected applicants. Moreover, the rejected applicants will also receive an Evaluation Summary Report (ESR) with the reasons for exclusion.

Applicants are strongly encouraged to check Spam inbox.

8.2 Can applicants appeal a rejection?

If, at any stage of the evaluation process, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of NESOI ERAMUS open call, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to: projectnesoihorizon2020@gmail.com. Any complaint made should include:

- contact details,
- the subject of the complaint,
- information and evidence regarding the alleged breach.

Anonymous complaints or those not providing the mentioned information will not be considered.

Complaints should also be made **within five (calendar) days** since the evaluation results are presented to the applicants.

As a general rule, the NESOI Technical Committee Members will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than twenty days from the date of reception of the complaint, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the NESOI Technical Committee Members will inform the complainant by email.

9 Communication and publicising activities

9.1 Is there any obligation about communication?

There are no IPR obligations toward the European Commission (EC). However, any publicity from the beneficiaries, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), must specify that the project has received research funding from the EC and display the European emblem.

In particular, the beneficiary must include the following text for communication activities: “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 864266 - European Islands Facility NESOI”.

The EC and NESOI consortium may use, for its communication and publicising activities, information relating to the action, documents notably summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material received from any beneficiary (including in electronic form).

The Sub-Grant Agreement will introduce provisions concerning communication obligations.

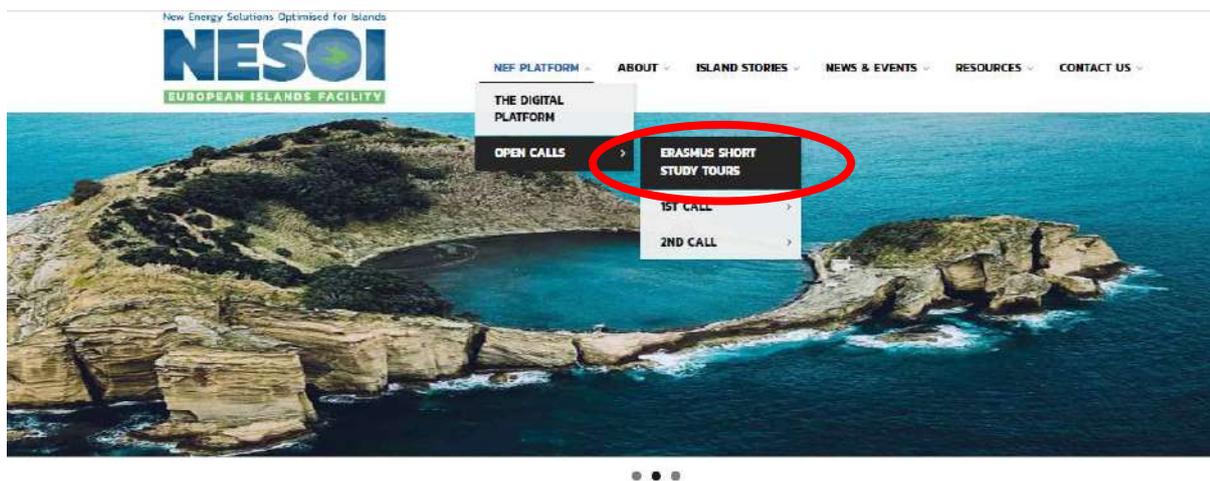
10 Support for the applicants

10.1 How NESOI Helpdesk works?

The European Islands Facility NESOI Helpdesk is a centralised tool that applicants can use to ask any questions they may have related to the Open Call.

The tool is based on a ticketing system that allows applicants to ask a question and receive support in one of seven languages, these are: English, French, German, Italian, Spanish, Greek and Croatian. The steps to access and use the Helpdesk are as follows:

STEP 1: Go to www.nesoi.eu → Open Calls → ERASMUS CALL → «Helpdesk»
(direct link: <http://jira-projects.iti.gr:8000/nesoi-ticketing/login.php>)



WELCOME TO THE NESOI EUROPEAN ISLANDS FACILITY WEBSITE

The European Islands Facility - NESOI, open to a community of 2400 inhabited EU islands, aims to fund 60 successful energy transition projects, mobilizing more than €100m of investment and reducing significantly CO2 and GHG emissions by 2023.

The NESOI Facility aims to facilitate the clean energy transition on EU islands from the bottom up; and bringing it one step forward by providing to islands training, technical support, cooperation opportunities and robust funding opportunities to concretely convert Island Sustainable Energy Action Plans into Renewable Energy Sources (RES) plants, building and energy infrastructure retrofitting, energy bills reduction, local job creation and more

[Read more...](#)

SEP
13
2022

NESOI NEWSLETTER SEPTEMBER 2022

By [nesoi-content-ru...](#)

[Read the SEPTEMBER 2022 NEWSLETTER HERE.](#)

Tweets from @nesoi_energy



STEP 2: Create an account

New Energy Solutions Optimised for Islands
NESOI
EUROPEAN ISLANDS FACILITY

Guest User | Sign In

Support Center Home Open a New Ticket Check Ticket Status

Sign in to NESOI Helpdesk

To better serve you, we encourage our Clients to register for an account.

Email or Username
Password
Sign In

Not yet registered? **Create an account**
I'm an agent — sign in here

Once clicked applicants will need to provide their email and full name. Once they have chosen and confirmed a new password, they click on “Register”.

New Energy Solutions Optimised for Islands
NESOI
EUROPEAN ISLANDS FACILITY

Guest User | Sign In

Support Center Home Open a New Ticket Check Ticket Status

Account Registration

Use the forms below to create or update the information we have on file for your account

Contact Information

Email Address *
Full Name *
Phone Number Ext:

Preferences

Time Zone: Europe / Berlin x Auto Detect

Access Credentials

Create a Password:
Confirm New Password:

Register Cancel



STEP 3: Check your email (including the spam folder)



Guest User | Sign In

[Support Center Home](#)
[Open a New Ticket](#)
[Check Ticket Status](#)

Account registration

Thanks for registering for an account.

We've just sent you an email to the address you entered. Please follow the link in the email to confirm your account and gain access to your tickets.

STEP 4: Open the link in the email to activate your account

From Support <nesoi_ticketing@iti.gr> ☆
 Subject **Welcome to NESOI ticketing**
 To Me ★

Hi Konstantinos,

We've created an account for you at our help desk at <http://195.251.117.199:8000/osticket>.

Please follow the link below to confirm your account and gain access to your tickets.

<http://195.251.117.199:8000/osticket/pwreset.php?token=ThqbM9iZ7zOGCqQNSHnpMivRXSoDAajVXU850oXOY1g6ZXbm>

Your friendly Customer Support System
 NESOI ticketing

STEP 5: Sign in with your credentials



Guest User | Sign In

[Support Center Home](#)
[Open a New Ticket](#)
[Check Ticket Status](#)

Sign in to NESOI Helpdesk

To better serve you, we encourage our Clients to register for an account.

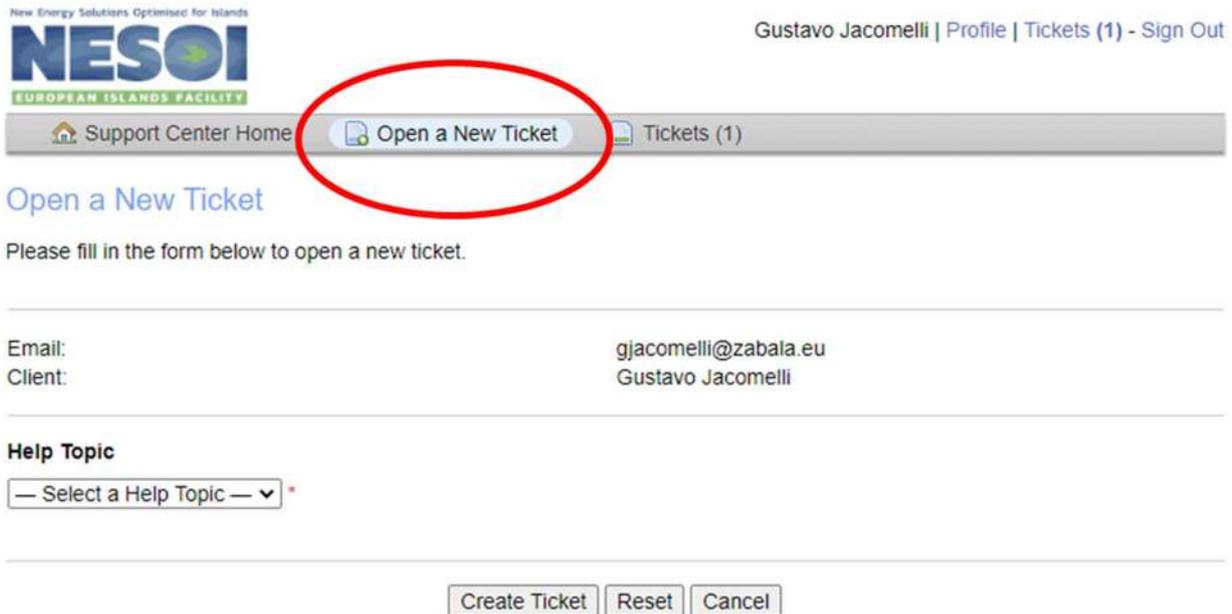
Not yet registered? [Create an account](#)

I'm an agent — [sign in here](#)

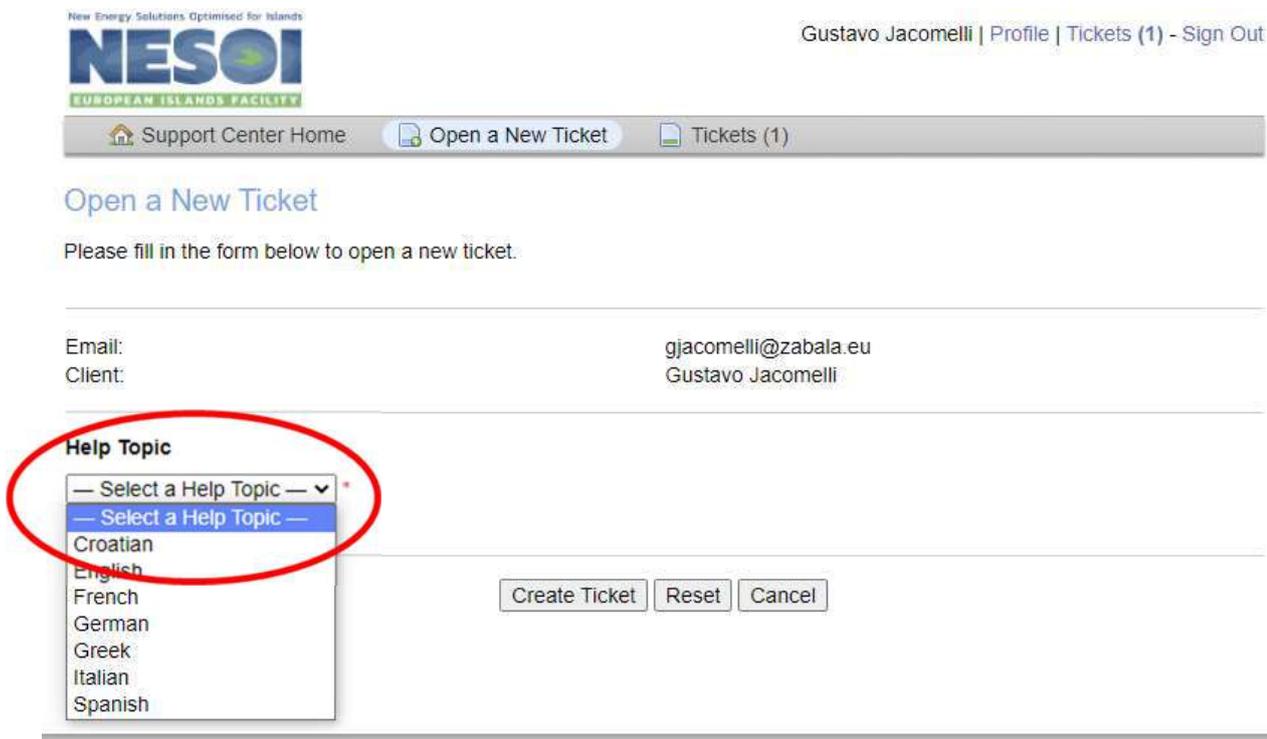
If this is your first time contacting us or you've lost the ticket number, please [open a new ticket](#)



STEP 6: Once signed in, to ask your question click on the “Open a New Ticket”



In the dropdown menu under “Help Topic” you can select your preferred language.
(Note that this section will be renamed to “select your preferred language” to make it more intuitive)



STEP 7: Type in your question and click on «Create Ticket»

Once your preferred language is selected a new section on the page will appear where the applicant can insert the subject of their question and elaborate the content in the box below. After filling in these fields click on “Create Ticket”

New Energy Solutions Optimised for Islands
NESOI
EUROPEAN ISLANDS FACILITY

Gustavo Jacomelli | Profile | Tickets (1) - Sign Out

Support Center Home Open a New Ticket Tickets (1)

Open a New Ticket

Please fill in the form below to open a new ticket.

Email: gjacomelli@zabala.eu
Client: Gustavo Jacomelli

Help Topic
English

Ticket Details
Please Describe Your Issue

Issue Summary *
Open call 1 further information

Dear staff at NESOI,
I would like to find out more information about...

all changes saved

Drop files here or choose them

Create Ticket Reset Cancel

STEP 8: Check your tickets / email for replies

All applicants need to do now is wait for a reply from the NESOI staff. They can check their tickets by clicking “tickets” on the top bar. They will also be notified via email.



Support Center Home

Open a New Ticket

Tickets (2)

test #101229

Print

Edit

Basic Ticket Information

Ticket Status: Closed
Department: Italian
Create Date: 9/24/2020 10:14:57 AM

User Information

Name: Gustavo Jacomelli
Email: gjacomelli@zabala.eu
Phone:



Gustavo Jacomelli posted 9/24/2020 10:14:57 AM

test



Created by Gustavo Jacomelli 9/24/2020 10:14:57 AM



Gustavo Jacomelli posted 9/24/2020 10:16:49 AM

test 2

Italian Helpdesk posted 9/24/2020 10:55:41 AM

test

ciao Gustavo - ricevuto il messaggio!

roberta

Italian Helpdesk posted 9/24/2020 11:27:18 AM

test



Closed by Italian Helpdesk with status of Closed 9/24/2020 11:27:18 AM





NESOI

EU ISLANDS FACILITY



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 864266.

www.nesoi.eu