

GUIDE FOR APPLICANTS

.....

Assessment Voucher

2ND OPEN CALL

.....

SUBMISSION

Starts on the 30th of June 2022 - 09:00 CEST (Brussels time)

DEADLINE

30th of September 2022 - 17:00 CEST (Brussels time)



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TNO	NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK TNO
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Document History

Version ¹	Issue Date
2.0	30-05-2022

¹ Integers correspond to submitted versions

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1 INTRODUCTION

Change2Twin is a European project financed by the European Commission looking for end-user **SMEs and MidCaps from the manufacturing sector willing to develop and implement digital twin technology**. If you are a manufacturing SME or MidCap from the EU or associated countries, Change2Twin offers you a unique opportunity to digitalise your business with a digital twin and thus become more competitive in the market. In cooperation with certified Digital Innovation Hubs (DIH), Change2Twin provides you with an individual assessment and a ready-to-use recipe for your digital twin deployment. Your individual solution may be composed of elements from several technology providers from all over Europe to best address your needs.

For this purpose, you can apply for an **Assessment voucher worth up to 10 000 Euro** in this open call. Afterwards, for the actual deployment of the digital twin and for the execution of application experiments, you will be able to apply for a **Deployment voucher worth up to 90 000 Euro**, available in the 2nd open call to be launched at the beginning of 2023. You are free to choose if you will apply just for one of the two vouchers or both.

The [Change2Twin Consortium](#) is led by SINTEF AS and is composed of 18 partners from 9 European countries (Norway, Austria, Poland, Netherlands, Italy, Switzerland, France, Germany, and Spain)

2 WHAT DO WE OFFER?

The total amount of EU funds to be distributed in the form of grants through **Change2Twin open calls is 2 380 000 Euro**. A total amount of **902 982 Euro worth of grants** have been distributed up to now in the two previous calls.

In this call you will be able to apply for an **Assessment Voucher**. We will select **up to 30 applications** who will receive **up to 10 000 Euro as a lump sum** to cover the costs of contracting a certified DIH (Digital Innovation Hub) of choice to perform a thorough analysis of their digitalization potential which identifies both the aspects which can deliver the highest impact and the technologies needed to digitalize them. The final result, delivered to the manufacturing SME/MidCap by the DIH, includes a report detailing improvements achievable with digital twin technologies together with a complete recipe for their deployment. Both the report and the recipe are added value to the manufacturing company – providing both the external expert insights as well as a custom-made, ready to implement solution. Moreover, you will be able to use them as a basis to apply for the second instrument of Change2Twin – the Deployment voucher, in which you may receive support to implement one of these solutions.

You will be required to name the DIH that you want to work with in the application form. If you do not have any previous contacts with DIHs please choose one that is geographically close to you from the list of certified DIHs available in the Change2Twin website. If selected, applicants will be asked to confirm the choice of DIH and will be able to modify this choice if necessary. In this scenario, the Change2Twin consortium may help selected applicants find the DIH that best fits their needs. If the new DIH to be selected is from a different country than the original DIH, you will be allowed to modify your budget.

Applicants can submit a proposal through the following website: <https://change2twin-av2-opencall.fundingbox.com/>. **The call will open on the 30th of June 2022 at 09:00 CEST and will close on the 30th of September 2022 at 17:00 CEST.**

3 ELIGIBILITY CRITERIA

3.1 WHO ARE WE LOOKING FOR?

We are looking for individual (single) manufacturing² SMEs³ and MidCaps⁴ registered no later than 30th June 2022 as a company in:

- [the Member States of the European Union and its Overseas Countries and Territories \(OCT\)](#),
- [Associated Countries to H2020](#), or
- in the United Kingdom.

Companies applying to this open call will ideally have already reached a digitisation level⁵ of 3, which means that they preferably already use dashboards and data from important business processes, such as production, are made available by the use of sensors. **The minimum level of digitization for companies that apply to the open call is 2**, in which digital systems in the organisation are largely connected to each other and exchange data to provide business applications and software with relevant information. For more information on digitization levels please read the [FAQs](#).

Companies funded under the 1st Assessment Voucher Open Call are not eligible to participate in this open call.

3.2 WHAT TYPES OF ACTIVITIES ARE WE FUNDING?

The Assessment voucher will be used to contract a certified DIH of your choice to conduct a thorough **analysis** of the **digitalization potential** of your business and provide 3 **ready-to-use recipes for implementation**, containing the list of different technologies fitting the use case and details of an integrator willing to implement them. Detailed information regarding the tools and solutions from technology

²Manufacturing companies refers to SMEs or mid-Caps registered, under national law, to perform business activities under a Code related with the manufacturing sectors.

³An **SME** will be considered as such if it complies with the European Commission's [Recommendation 2003/361/EC](#). As a summary, the criteria defining an SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover less or equal to €50 million or annual balance sheet total less or equal to €43 million.

Note that the figures of partners and linked enterprises should also be considered as stated in the SME user guide.

⁴'**Middle-capitalization company**' or '**MidCap**' means an enterprise that is not a SME and that has up to 3 000 employees, knowing that the staff headcount is calculated in accordance with [Articles 3 to 6 of the Annex to Commission Recommendation 2003/361/EC](#). This definition includes also Slightly Bigger companies (in accordance with the EU recommendation Slightly Bigger Companies are defined as organisations with a staff headcount below 500 employees and a turnover below €100M or annual balance sheet total less or equal to €86 million).

⁵ Change2Twin applies the [Acatech Industrie 4.0 Maturity Index](#) to assess the digitalization level of companies.

providers related to the creation and deployment of digital twins (e.g., data modelling, control systems, applications in all lifecycle phases) can be found on the [Change2Twin Marketplace](#).

Even though you will not be asked to provide a concrete plan for implementation at this stage, the final goal of your use case must be the **development and implementation of technology and systems applicable to digital twins** for manufacturing.

The services covered by the Assessment voucher and carried out by the selected DIH will be:

- Assessment of the **business potential** of the end user digital twin challenges.
- Selection of the most **impactful challenges**.
- Delivery of **targeted implementation plans** based on secure offerings of solution providers in both the local and EU marketplace.
- Analysis of the implication for running a more **profitable business**.
- Provision of **3 recipes for digital twin**.

Please note that funding is only applicable for the **assessment of digital twin technologies in end-user manufacturing SMEs and MidCaps**, not in technology providers. The end-users are those manufacturing SMEs and MidCaps engaging directly with the digital twinning solutions.

3.3 IDEAL USE CASE

The digital twinning solutions **can embrace different technologies and architectures**.

The ideal use case is a company that has a sufficient level of digitisation at the start (2 or higher) and has some ideas on their next steps. The company is willing to accept outside help (from a DIH at first, but potentially also from the C2T consortium).

The company thinks that Digital Twins could bring additional benefits to the company but is not sure on how to tackle this, or how to select the first purpose for the Digital Twin.

The Digital Twin can be envisioned for a production line, or a single component in that line. But it is also possible that the company wants to build a Digital Twin of their products, either at design stage or of the use of the product.

Some examples from the pilot experiments and from the previous open call can be found at <https://www.change2twin.eu/experiments/> and also in the Change2Twin community <https://spaces.fundingbox.com/spaces/i4ms-change2twin>.

The digital twinning technology should be used for **one or more of the following purposes**:

- **Virtual Design:** Model-based system engineering, including analysis and design, ensuring that requirements are met and providing for seamless integration, test, verification and validation.
- **Customer Engagement:** Interactive display of the system and its capabilities, for customers to understand how it meets their needs and how they will use it.
- **Commissioning:** Checking the on-site implementation of a system against its design as captured in the digital twin to detect commissioning faults or anomalies.
- **Feedback to Engineering:** Capturing usage characteristics with the digital twin to inform engineering of needs to change designs, or for future designs, or of operational risks.
- **Monitoring:** Monitoring of a system's operation by the digital twin that is then able to, e.g., detect anomalies, performance degradation, etc.
- **Optimization & Best Quality:** Process control with the digital twin to optimize a systems operation for best performance and efficiency.
- **Scheduling:** Organization of workflows based on actual data and insights provided by the digital twin.
- **Diagnosis:** Investigation of the cause or nature of a fault condition, situation, or problem in the physical system by reasoning on live data within the digital twin.
- **Preventive Maintenance:** Maintenance and service of a physical system that lessens the likelihood of failures based on the observed and inferred system state as visible in the digital twin.
- **Smart Logistics:** Logistic processes that adapt to live data of needs and options as visible in the digital twin.
- **Smart Systems:** Systems that adapt to their dynamic environment, state, or tasks and potentially learn how to do that best. The digital twin is then a core part of the system's control.

3.4 HOW TO APPLY?

When applying to Change2Twin open call, please consider the following conditions:

- Your proposal should have a clear European dimension meaning that it should eventually provide lessons learned to be shared with the manufacturing community in Europe.
- We will only evaluate proposals submitted through the online form <https://change2twin-av2-opencall.fundingbox.com> before the deadline (30th of September 2022, 17:00 CEST Brussels time). Upon receipt of each proposal, the system will send you a confirmation of your submission.
- The application form must include a simple budget. More information on how to complete the budget is provided in the [FAQs](#).
- You have to verify the completeness of the form, as it won't be possible to add any further information after the deadline. However, you will be able to modify the form as much as you like even after the proposal is submitted, as long as it is done before the deadline.
- You can submit only one proposal to this open call. If more than one proposal is identified, only the last proposal which has been submitted in order of time will be evaluated.

- Your proposal must be written in English in all mandatory parts in order to be eligible. Only parts written in English will be evaluated.
- All mandatory sections of your proposal must be completed. The data provided should be actual, true, complete and should allow assessment of the proposal. This is crucial for us to properly assess your proposal. Conversely, any additional material that is not specifically requested in the online application form will not be considered for the evaluation.
- We will take into consideration the existence of potential conflict of interest among you and one or more consortium partners. Consortium partners, their affiliated entities, employees and permanent collaborators cannot take part in the Change2Twin programme. All cases of potential conflict of interest will be assessed case by case.
- Entities participating should have not received more than 100 000 Euro via open calls (FSTP) from H2020 I4MS and SAE projects (including Change2Twin project). The amount of grants received from the I4MS and SAE initiatives will be deducted from the maximum grant available in this call. The applicants are expected to modify their budgets accordingly considering the project and attributed tasks, respecting the no "double funding rule"⁶ and inform about the previous funding.
- We don't accept entities that are under liquidation or are an enterprise under difficulty according to the Commission Regulation No 651/2014, art. 2.18, or that are excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority.
- Your project should be based on your original work. If not, that's okay, just make sure your right to use the IPR is 100% certain. Going forward, any foreseen developments must be free from third-party rights and if not, these third-party rights must be clearly stated.

4 HOW WILL WE EVALUATE YOUR PROPOSAL?

Our evaluation process is transparent, fair and equal to all our participants. We will evaluate your project through the following phases.

4.1 ELIGIBILITY CHECK

The eligibility check will be done on all proposals submitted before the deadline. All criteria are listed in Section 3 in this Guide for Applicants.

The first evaluation step is about verifying some basic requirements based on the statements from your proposal.

⁶ Double funding means the situation where the same costs for the same activity are funded twice through the use of public funds. It is a fundamental principle underpinning the rules for public expenditure in the EU that no costs for the same activity can be funded twice from the EU budget.

Your proposal will be admissible for the next phase if it:

- Is **complete, readable and in English** in all mandatory sections.
- Has been submitted via the online form <https://change2twin-av2-opencall.fundingbox.com> within the **deadline (30th of September 2022 at 17:00 CEST)**. You won't be multiplying your chances by applying several times, it is only the last application that you submitted that we will be evaluating in case there is more than one.
- Includes the properly filled declaration of honour. Read carefully the **Declaration of Honour** template included in the application form [here](#), as we will check the related submitted statements. You will not be able to change them after the deadline.

The proposals that do not comply with these criteria will be excluded. We will inform you about the results of this first eligibility check soon after the deadline.

4.2 EXTERNAL EVALUATION

All projects will be **evaluated by two external and independent evaluators** with complementary profiles and backgrounds, appointed according to the specific characteristics of each project. Your project will be evaluated within the following awarding criteria:

(1). EXCELLENCE will evaluate:

Ambition. Applicants should explain why they are applying to this Open Call. Why they want to implement a digital twin and how it connects to their business and its KPIs. This information will be used to evaluate your project's alignment with Change2Twin's objective, that is the development and implementation of technology and systems applicable to the digital twins for manufacturing with a special focus on digital twins.

Innovation. The applicants should provide information about the current production process(es) that they want to improve. In addition, they will be asked to perform a self-assessment of their current level of digitization following the definitions provided in the [FAQs](#). Other questions to address in this section are:

- Which systems or services need to become smart and why?
- Do you aim at autonomous behaviour or at supporting human operators or users?

(2). IMPACT:

Applicants should explain the potential impact of having an operational digital twin on their business. The questions to address in this section are:

Business impact:

- Which parts of your business will benefit most and why?

- How essential is the envisioned digital twin technology to (future) core processes or products?
- Do you aim at an improvement of existing products or services or at new market opportunities, e.g., with the introduction of smart systems?

Time-critical information use:

- Where are the envisioned advantages of near real-time insights provided by envisioned digital twins?
- Are your business processes and people prepared to act on live data or near real-time insights?
- How costly is any failure to act in time and who bears these costs?

(3). IMPLEMENTATION will consider:

Team and experience. Applicants should explain the adequateness of competences and skills to fulfil the assessment. In particular, they should refer to relevant past experiences in digitization projects and describe the skills and experience of the team that will work with the Digital Innovation Hub, including sufficient management and leadership qualities. The team should at least include one person responsible for production and one person from the business side.

SCORING

Each evaluator will score each criterion on a scale from 0 to 5:

- 0 = proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1 = Poor: criterion is inadequately addressed or there are serious inherent weaknesses.
- 2 = Fair: proposal broadly addresses the criterion, but there are significant weaknesses.
- 3 = Good: proposal addresses the criterion well, but a number of shortcomings are present.
- 4 = Very good: proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5 = Excellent: proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Each evaluator will produce an Individual Evaluation Report.

The threshold for individual criteria will be 3.

The overall threshold, applying to the sum of the three individual scores, will be 10.

If scores on a project show significant divergence between the two reviewers, a third reviewer will be involved to provide an additional independent assessment of this proposal.

Ties will be solved using the following criteria, in order:

- 1º. Impact score.
- 2º. Implementation score.
- 3º. Excellence score.
- 4º. Gender balance.
- 5º. Date of submission: earlier submitted proposals go first.

Once all the individual evaluations are done, the final score will be calculated as an average of the individual assessments provided by the evaluators.

All proposals obtaining a score above the threshold, will be passed to the next phase.

EXTRA POINTS

Applications scored above the minimum quality threshold from companies that are operating in sectors where digital technologies are underexploited will be given 1 additional point in their overall score.

For the purpose of this open call, these sectors are:

- construction;
- basic metals & fabricated metal products;
- textiles,
- wearing apparel, leather;
- beverages and food.⁷

GENDER BALANCE

Beneficiaries must take all reasonable measures to promote equal opportunities between men and women in the implementation of the action. They must aim, to the extent possible, for a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level.

4.3 CONSENSUS MEETING

The Application Experiment (AE) Management Board, formed by the 10 core partners of Change2Twin⁸ and two external experts will decide by consensus (or majority vote of ⅔) the “List of finalists”. The discussion will be based on the ranking obtained as a result of the External Evaluation.

Whilst normally the highest ranked proposals will be selected for funding, the AE Management Board might have fair reasons for objecting to a specific third party, like the alignment with Change2Twin goals and scope, the ability to achieve the highest impact possible, commercial competition, as well as the existence of significant ethical concerns or a potential conflict of interest. In this case, the choice may pass to the next-ranked proposal.

The exact number of proposals approved will be decided based on the overall **quality** of the proposals.

After the consensus meeting phase, we will communicate the results to the applicants.

⁷The sectors where digital technologies are underexploited are those scoring below 10% in the digital intensity index included in the Digital Economy and Society Index (DESI) 2019: <https://ec.europa.eu/digital-single-market/en/integration-digital-technology-enterprises>

⁸The complete composition of the ‘AE Management Board’ is listed in the Annex 2 of this Guide for Applicants.

4.4 WHAT'S NEXT? SUB-GRANT AGREEMENT SIGNATURE

Before joining the Change2Twin support programme, we will ask you to sign the Sub-Grant Agreement with the Change2Twin consortium. To do so, we will ask you to provide documents regarding your formal status (for the details please check our [Frequently Asked Questions](#) Document). The Change2Twin Consortium will proceed to a verification of these documents to make sure you are eligible.

Be extremely vigilant with respect to:

1. **The nature of the documents** we request.
If the documents you provide us with do not prove your eligibility, the adventure will end here.
2. **The deadlines** that we will give you to hand us these documents.
If you do not deliver the requested documents on time, without a clear and reasonable justification, we will have to exclude you from the further formal assessment. Another applicant from the Reserve list will then replace you.

5 OUR SUPPORT PROGRAMME AND PAYMENT ARRANGEMENTS

Once your eligibility has been confirmed following the formal check and the SubGrant Agreement signed, you would be an official beneficiary of the Change2Twin programme.

The beneficiaries of the Assessment voucher will receive a fixed **lump sum of up to 10 000 Euro per project**.

70% FUNDING RATE: The requested grant is calculated with a funding rate that is the 70% of costs declared for the project. You need to specify in your application's budget that the grant obtained will be equal to 70% of the costs estimated for the execution of the project. This means that if you present a budget with a total cost of 14 285 Euro, the maximum grant you will receive will be 10 000 Euro. Detailed description and references regarding the budget estimation are provided in the [FAQ](#).

The lump sum is a simplified method of settling expenses in projects financed from Horizon 2020 funds. It means that grantee is not required to present strictly defined accounting documents to prove the cost incurred (e.g., invoices), but is obliged to demonstrate the implementation of the project in line with the milestones set in the Sub-Grant Agreement. Simply speaking it means that we will assess your progress and quality of your work during Milestone Reviews, not your accountancy. Nevertheless, it does not release you from the obligation to collect documentation to confirm the costs under fiscal regulation

In order **to receive the financial support, you will need to provide the first draft of the assessment** performed by the certified DIH. The Mentoring Committee will then verify that the deliverable meets the quality standards and that it has been submitted within the required deadline.

The AE Management Board will review and validate the Mentoring Committee's proposal, putting special attention to the 'under threshold' cases, if any, by taking into consideration all possible objective reasons for underperformance (i.e., external factors which might have influenced the beneficiaries' performance). The AE Management Board will take the final decision and approve the payments.

For a more detailed payment schedule please check the [FAQ](#).

6 CONTACT US

How can we help you?

If you have extra questions regarding our Open Call process you can post your questions at Helpdesk space or you can send us a message to opencalls@change2twin.eu

In case of any technical issues or problems, please include the following information in your message:

- your username, telephone number and your email address,
- details of the specific problem (error messages you encountered, bugs descriptions, i.e., if a dropdown list isn't working, etc.), and
- screenshots of the problem.

Complaints

First of all, be aware that we won't be reviewing your complaint if:

...It is anonymous.

...The information is incomplete.

...It is not related to the results of the evaluation of the eligibility criteria. Indeed, most of the evaluation process is run by independent experts in the given field. The project consortium does not interfere with their assessment.

If, after receiving the results of one of the evaluation phases (when foreseen), you consider that a mistake has been made, you can send us your complaint. To do so please send us your complaint in English by email to opencalls@change2twin.eu including the following information:

- your contact details (including email address),
- the subject of the complaint,
- information and evidence regarding the alleged breach.

You have **3 calendar days** to submit your complaint starting from the day after the communication was sent. We will review your complaint within no more than seven calendar days from its reception. If we need more time to assess your complaint, we will inform you by email about the extension. We will not review anonymous complaints as well as complaints with incomplete information.

Please take into account that the evaluation is run by experts, and we do not interfere with their assessment, therefore we will not evaluate complaints related to the results of the evaluation other than related to the mistakes in the evaluation of the eligibility criteria.

7 LAST BUT NOT LEAST - FINAL PROVISIONS

Any matters not covered by this Guide will be governed by Belgian law and rules related to the H2020 and EU grants.

Please take into account that we make our best effort to keep all provided data confidential; however, for the avoidance of doubt, you are solely responsible to indicate your confidential information as such.

Your IPR will remain your property.

Beneficiaries will be required to provide targeted information to multiple audiences (including the media and the public) in a strategic and effective manner, and to share their best practice and lessons learned with Change2Twin assessment voucher programme. This feedback will be collected, inter alia, via surveys and interviews with company representatives. The content will be further processed and made public via Change2Twin and affiliated communication outlets (website, LinkedIn, YouTube, Community etc.). This task is mandatory in order to promote the results of the project and thus comply with the requirements of the EU funding authority.

The Change2Twin consortium might cancel the call at any time, change its provisions or extend it. In such a case we will inform all applicants about such change. Signature of the Sub-Grant Agreement is an initial condition to establish any obligations among applicants and any consortium partners (with respect to the obligation of confidentiality of the application).

Did not find what you were looking for? You may want to check our [FAQ](#).

8 EXTRA HINTS BEFORE YOU SUBMIT YOUR PROPOSAL

A proposal takes time and effort and we know it. Here are some few crucial points you should read before submitting your proposal.

- Is your project in line with what Change2Twin is looking for? You are not sure? You can consult [this section](#) and [this one](#).
- Did you present your project in a way that will convince evaluators? Not sure if you did? Go back to [this section](#).
- Is your project fulfilling all eligibility requirements described in the Guide? Check again [this section](#).
- Are you sure you are able to cope with our process of the SubGrant agreement signature and payment arrangements for selected proposals? You may want to go over [this section](#).
- Did you check our SubGrant agreement Template? You didn't? Check it here.
- Do you need extra help? [Contact us](#)

And as a bonus: You can read our [R.E.C.I.P.E. for an outstanding European Funding Opportunity application](#) for additional advice . Good luck!

ANNEX 1: GLOSSARY

Application Experiment (AE) Management Board: Committee responsible for selecting the best proposals in the 'Consensus Meeting', as well as authorising payments to beneficiaries after validating the quality of deliverables. It is composed by the 10 core partners of Change2Twin: SINTEF, TTTECH-IND, Jotne, FBA, TNO, BOC, UNIBO, CLOUDBROKER, IR and PSNC.

Financial Support to Third Parties (FSTP): mechanism of distributing financial support to beneficiaries (such as SMEs or individuals) under the conditions established in Article 204 of the [Financial Regulation 2018/1046](#) and [Annex K](#) of the General Annexes to the Work Programme 2018-2020. Detailed rules for granting support are set out in the Grant Agreement concluded between the consortium partners and the European Commission.

Mentoring Committee: Committee in charge of monitoring the performance of the projects, evaluating the quality of the deliverables, proposing the project's valuation in terms of up/under threshold, to be finally approved by the 'AE Management Board'. It is composed by the Technical Mentors.

Sub-Grant Agreement (SGA): legal contract concluded between the consortium partners (represented for the purposes of signing by SINTEF AS and FundingBox Accelerator sp. z o.o.) and the applicants selected to enter the Change2Twin Support Programme as beneficiaries. The contracts include detailed information about the terms and conditions of the awarding and paying the grant, as well as beneficiaries' participation in the Change2Twin Support Program, and other obligations and applicable legal requirements. More information can be found in Section 4.4 of this Guide.