

General FAQ list for PPI actions Update for WP2017

1. Where can I find the list of PPI calls and what is the deadline for submitting proposals?

An overview of all the topics across all the Horizon 2020 WPs that call for PPI actions in 2016/17 can be found here: http://ec.europa.eu/newsroom/dae/document.cfm?action=display&doc_id=11453

Check the call conditions of the topic that calls for PPI actions of your interest on the Horizon 2020 participant portal, e.g. for the topic SC1-PM-19-2017 'PPI for uptake of standards for exchange of digital health records' the deadline is 14 March 2016 at 17h00 CET as announced here:

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/sc1-pm-19-2017.html>

2. Where can I find the documentation about the calls for PPI actions?

Specific information about the each topic that calls for a PPI action can be found on the Horizon 2020 participant portal. On the topic page you find all the conditions to apply for the topic, links to the relevant documents and the link to the online proposal submission system. E.g. for topic SC1-PM-19-2016 that calls for 'PPI for uptake of standards for exchange of digital health records':

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/sc1-pm-19-2017.html>

Please note there is also an overview page with basic information about Horizon 2020 support to innovation procurement in the Horizon 2020 Online Manual:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/innovation-procurement_en.htm

On the following page you find powerpoint summarises of the main modalities of the PCP-PPI instruments, info about how to submit a proposal/how to find partners and how your proposal will be evaluated: <http://ec.europa.eu/digital-agenda/news/calls-eu-funding-opportunities-pre-commercial-procurement-and-public-procurement-innovative>

All official reference documents for Horizon 2020 can be found at the following link: http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html

Here you find the H2020 Grants Manual, the proposal templates for PCP/PPI actions, the general annexes of the 2016-17 work program which detail the funding conditions for the PCP/PPI action funding instruments, the 2016-17 work programs that call for PCP/PPI actions, the (annotated) model grant agreement for PCP/PPI actions etc.

More info about all the funding conditions for PPI actions are explained in the General Annexes D and E to the Horizon 2020 work program:

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-work-programmes-2016-17

The sections in the annotated grant agreement for PPI projects provide information and examples that may already answer some of your questions e.g. regarding types of reimbursable costs, pre-

financing modalities, role and obligations of the lead procurer and the buyers group in a PPI procurement etc.

3. Is it true that the funding rate for innovation procurement actions has changed for work programme 2016-17? Are there other changes to the PCP/PPI instruments?

Yes, the maximum funding rate for eligible costs for PCP actions has been increased to 90%.

The maximum funding rate for eligible costs for PPI actions has been increased to 35%.

These new funding rates are applicable across all 2016-17 Horizon 2020 WPs that call for PCP and PPI actions. They are set in the call conditions in the WP for the topic that calls for the PCP/PPI action.

Note that, same as in WP2014-15, eligible costs include in addition to direct costs also indirect costs which are calculated as 25% of the direct costs (see FAQ 4).

There is a second change in the name of the instruments. From WP2016 onwards, the actions are called PCP and PPI actions instead of PCP and PPI Cofund actions.

From WP2017 onwards there is a third change: for the PPI actions procurers can choose between implementing one joint PPI procurement or several separate but coordinated PPI procurements (see FAQ 21).

Apart from the increase in funding rates and the option to choose between joint versus coordinated PPI procurement, the other funding conditions of these instruments remain the same as in the previous 2014-2015 calls.

The difference in the funding rates (90/35%) is linked to the different scope of PCP and PPI actions:

- PCP actions focus on the public procurement of R&D services to get innovation solutions researched, developed and tested, but not yet deployed at large scale.
- PPI actions use public procurement for early adopter type deployment of innovative solutions. PPI actions focus on commercial diffusion of innovation solutions which may require close-to-market innovation but does not include the procurement of R&D.

4. What is the funding rate and the activities that can be funded in a PPI action?

In PPI actions the funding rate for all participants is 35 % of the eligible costs, which include direct and indirect costs.

Eligible direct costs include the price of the PPI procurement (called the PPI subcontracting cost in the budget table in the submission system) and the costs for related coordination and networking activities. The latter include coordination and networking activities to prepare, manage and follow-up the PPI procurement (e.g. preparation of tender specifications and open market consultation, monitoring of on-going R&D, validation and testing of solutions at the procurers' premises, dissemination activities, travel for networking activities etc) and possibly other proposed coordination and networking activities (e.g. contribution to standardisation, certification, regulation, preparation of follow-up PPI procurements to deploy the innovative solutions even more widely).

Direct costs are reimbursed as a fixed percentage (35%) of the actual incurred direct costs, so all the estimated direct costs need to be listed therefore specifically in the proposal. Indirect costs are calculated as a flat rate of 25% of the direct costs, so indirect costs do not need to be listed specifically in the proposal. Note that indirect costs are not calculated on all types of budget categories (e.g. there are no indirect costs reimbursed for subcontracting type costs).

In Horizon 2020, all activities/budget categories in a project are reimbursed at the same funding rate (for PPI actions, both the PPI subcontracting costs and the coordination/networking costs, for

the total of both direct and indirect costs). So, both the PPI subcontracting costs and coordination/networking costs will be reimbursed at 35%.

Note that VAT that cannot be deducted is also an eligible direct cost (see FAQ 23) and in-kind contributions by third parties linked to beneficiaries that are to be used on the premises of the beneficiaries are also an eligible cost.

The budget table that lists all types of eligible cost categories (and how they are calculated) can be found on page 10 of the proposal template for the PPI actions: http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2016-2017/h2020-call-pt-ppi-2016-17_en.pdf

It is recommended to log into the electronic proposal submission system as soon as possible when starting to draft a proposal and the budget table, as there is specific guidance for proposers on how to fill in the budget table also inside the electronic proposal submission system.

All provisions regarding eligible costs (with examples of what is considered an eligible costs and how to calculate them) are described in more detail in article 5 and 6 of the (annotated) model grant agreement for PCP-PPI actions on the reference documents page of the H2020 participant portal: http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2016-2017/h2020-call-pt-ppi-2016-17_en.pdf

More info about all the funding conditions for PPI actions can be found in the General Annexes D and E of the Horizon 2020 work program http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-work-programmes-2016-17

5. How long does it take after the call deadline until I know whether my proposal was selected for funding or not? When can projects really start?

Horizon 2020 has a target maximum time to grant of 8 months which is divided in the following way: maximum 5 months from the call deadline to informing applicants of the outcome of the evaluation, and maximum 3 months from the information of the outcome of evaluation to grant signature.

Typically projects from February 2016 calls start sometime between the summer 2016 and 4Q 2016 (after the typical 8 month time-to-grant), although consortia can also request an earlier start date (the earliest possible start date for a project is the call deadline - 12 February 2016) or a later start date (in 2017).

6. Is there an Info Day for PPI actions? Where can I find partners?

Each societal challenge (e.g. SC1), challenge or topic inside a work programme (e.g. topic PM-13 in SC1) may organise separate info days or webinars. These are advertised via the websites and mailing lists of the SC or topic in question.

In addition there is a yearly EU innovation procurement event that takes place this year on 18-19 October 2016 in Athens. The Horizon 2020 funding instruments in support of innovation procurement are presented there: PCP and PPI actions that co-finance groups of procurers to prepare and undertake together PCP or PPI procurement and CSA actions that prepare the ground for potential future innovation procurement actions.

On the second day of the event there are also parallel networking sessions for most topics in WP2017 that call for PCP or PPI actions or CSA actions to prepare potential future cross-border PCP or PPI procurements. You will be able find all proposal ideas/partner search expressions that are presented in Athens by potential proposers during the parallel sessions online. All presentations are available of

the Athens event are here: <http://eafip.eu/events/athens-2016/>. In October a similar event took place about the WP2016-2017 calls in Paris. You can still find the presentations from the Paris event here: <http://eafip.eu/events/major-events/eafip-major-event-paris/>

Info about other EU events related to innovation procurement:

<https://ec.europa.eu/digital-agenda/en/news/summary-major-innovation-procurement-events-2014>

You can also get connected with other procurers and experts from around Europe that are interested and active on innovation procurement via the European Procurement Forum:

<https://procurement-forum.eu/>

You may want to have a look at the partners in ongoing EU funded projects that support PCP or PPI:

<http://ec.europa.eu/digital-agenda/eu-funded-projects>

In some areas, like e-health, energy, security, transport, there are ongoing or newly starting CSA actions that are building network procurers across Europe that are preparing the ground for starting new PCP/PPI projects.

You may want to check if there is an innovation procurement competence/support center in your region or country where you could find information and/or assistance:

<http://ec.europa.eu/digital-agenda/en/news/innovation-procurement-initiatives-around-europe>

National Contact Points (NCPs) for Horizon 2020 in every Member State offer information and guidance in your own language about how to apply for Horizon 2020 funding and may also help with partner search.

http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

7. Is there any pre-proposal check foreseen for this call?

Pre-proposal checks or advice on scope and eligibility of consortia from NCPs is possible.

You can find the National Contact Point (NCPs) for Horizon 2020 in your country here:

http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Pre-proposal check does not constitute in any respect a pre-evaluation of the proposal in terms of scientific and technical quality. The advice given is strictly informal.

8. Is there a possibility to adapt the proposal after the evaluation?

Proposals will be evaluated "as they are". Evaluators can only recommend minor adaptations, which the consortium can implement straightforward.

9. Is there a minimum or maximum project duration or project budget?

The funding instrument "PPI action" itself, sets no formal limits on project duration. Check if the topic that is calling for the PPI in question sets any requirements or guidance on project duration. Proposers should choose the project duration in the proposal so that it enables them to address their PPI appropriately. Some projects may require a longer duration than other projects: e.g. projects with very complex innovative solutions to be delivered, or extensive conformance testing before deployment, or deployment in phases, or the need for a longer period for evaluating the impacts and possible bug-fixing after the deployment.

As an example, on-going PPI projects typically last 3-4 years. This includes the duration for preparatory coordination and network activities before launching the call for tender (typically 6-18 months) which includes the open market consultation, preparation of the tender documents and can include also other activities alike conformance testing or product labelling / certification + the

duration for the actual PPI procurement (typically minimum 1 – 1,5 years) which includes also a period of minimum 6 months for evaluation of the results of the procurement and any bug-fixing needed to ensure the deployed solutions are ready for permanent use afterwards + the duration for any coordination and networking activities after the procurement (e.g. for dissemination activities and to prepare a follow-up procurements to deploy the solutions wider). It is recommended to foresee enough time in the proposal for each part of your project (including the preparation stage – open market consultation and tender specification). A PPI is a task based process: not all beneficiaries are active all the time. Foreseeing decent time margins from the beginning to complete various tasks (e.g. legal checks etc.) and for completing all steps (e.g. ethical approvals needed before deployment and conformance testing if applicable) improves the risk management.

The funding instrument "PPI action" itself, sets no formal limits on project budget. Check if the topic that is calling for the PPI in question sets any requirements on project budget. Proposers should choose the proposed budget for their project in the proposal so that it enables them to address their challenge appropriately. Projects with very expensive innovative solutions or very expensive conformance test environments/very lengthy test periods may need more budget than others. Please note however that for PPI actions the total amount of EC funding that can be used for the networking and coordination activities to prepare and manage the PPI procurement is limited to maximum 50% of the total requested EC contribution for the entire project. For smaller procurements, check that this is feasible for your project.

Overview of on-going PCP/PPI projects: <https://ec.europa.eu/digital-agenda/en/eu-funded-projects>

10. Is previous experience in European projects required?

Typically no previous experience in European projects is required. The consortium and the partners need to have the competence and operational capacity to carry out the tasks of the proposed project.

However check whether the topic calling for the PPI actions calls for specific types of procurers or end-users (e.g. that are active in a specific sector of public interest) to participate.

PPI actions are not limited to proposers that were already in other EU funded projects or are not limited to projects that follow-up previous FP7, CIP or H2020 research and innovation projects. PPI actions can be a next step for such projects, but totally new proposals are equally welcome.

11. What is the available funding for a topic that calls for a PPI?

The work programme defines an indicative funding for each topic or group of topics. An overview of the indicative funding for all topics calling in 2016-17 for PPI actions is listed here:

http://ec.europa.eu/newsroom/dae/document.cfm?action=display&doc_id=11453

It is possible to submit projects with a budget that is smaller or bigger than the indicative funding for the topic. However know that if you submit a proposal with a budget that is bigger than the indicative funding for the topic, your chances to get the project funded depend then also on whether the call itself ends with leftover budget from other topics (see FAQ 12).

Each topic may also indicate that judging from the size of on-going projects in previous calls, the Commission considers that proposals requesting a contribution from the EU of about EUR ... million (amount specified under the topic) would allow the specific challenge of that topic to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

12. Is there a maximum or minimum number of PPI projects defined that will be funded per topic?

It is possible that a topic defines the minimum or maximum number of projects it expects to fund. However this is usually not the case. Check the topic description that is calling for the PPI of your interest.

Topics are typically part of a large call for which the evaluation will be carried out by independent experts that score all proposals in the call based on pre-defined evaluation criteria. It is possible that more proposals than expected are funded for any given topic if proposals requesting lower budget than the indicative topic budget are received and selected, or if more high quality proposals than expected that request more funding than the indicative topic budget are received whereas other parts of the call receive less than expected or lower quality than expected proposals.

More info on the evaluation procedure in General Annex H of the H2020 work program:

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-work-programmes-2016-17

13. Is it possible to be involved in more than one project as coordinator or as partner?

Yes, as long as the beneficiary has the operational capacity to carry out its work under different actions, it is allowed. Note that the beneficiary must be able to justify the resources used to perform its work under each action, as each grant must not be diverted to finance other actions or activities (see also article 6 MGA, model grant agreement in Participant Portal

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html

14. How many partners from how many countries are needed in a consortium? Are there requirements on who can be lead procurer and who can be in the buyers group?

* The standard eligibility criteria are defined in Annex C to the Horizon 2020 Work programme 2016-2017. These define the minimum number of partners per project as at least three legal entities that are each of the three established in a different Member State or associated country (country associated to Horizon 2020). All three legal entities shall be independent of each other. Furthermore, there must be a minimum of two independent legal entities which are public procurers from two different Member States or associated countries (for the buyers group).

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-work-programmes-2016-17

The third entity that is minimum required in a PPI action project can thus be another procurer (a public procurer or another non-public type procurer, see FAQ 16) or another type of entity that is not a procurer (see FAQ 18).

There can of course also be more than 3 partners in a project (3 is only the minimum required).

* Additional specific participation requirements are listed in General Annex D to the Horizon 2020 Work Programme 2016-17. In every PPI action, there needs to be a buyers group and a lead procurer. The additional specific participation requirements state that:

The buyers group consists of the procurers that provide the financial commitments to jointly co-finance the PPI procurement. Each procurer in the buyers group contributes its individual financial contribution to the total budget necessary to jointly finance the PPI. The buyers group must contain minimum two legal entities which are public procurers that are established in two different Member States or associated countries (in addition to the minimum 2 public procurers, other types of procurers can also participate see FAQ 16). Both legal entities must be independent of each other.

The procurers in the buyers group must be responsible for the acquisition and/or regulatory strategy for the targeted innovative solutions and aim to obtain ambitious quality and efficiency

improvements in the area of public interest addressed by the PPI, or be entities with a mandate from one or more of such procurers to act on their behalf in the procurement.

- Examples of procurers that are responsible for the acquisition strategy (i.e. the definition of the requirements/priorities for procurement and/or the actual purchase itself) for the targeted innovative solutions: a hospital that needs an innovative solution for its own use and is responsible for the defining the requirements that such a solution should fulfil (and/or potentially purchasing the ultimate solution); a regional central purchasing body for healthcare that is responsible for the purchase of the actual solutions for hospitals in its region. In the case of a hospital that is buying via a central purchasing body, it is recommended to include also the central purchasing body in the project.
- Examples of procurers that are responsible for the regulatory strategy for the targeted innovative solutions: a ministry of energy that needs an innovative solution for the end-users on the market it regulates. In other words a ministry that represents the demand side by setting regulatory requirements on end-user aspects of innovative products and that can encourage the ultimate deployment of the solutions e.g. by regulating the use of the solutions or providing subsidies or tax incentives to end-users to deploy the solutions (e.g. regulation that ban environmentally damaging products from the market to encourage the deployment of new environmental friendlier alternative solutions, subsidies or tax incentives that encourage users to buy solar panels or buy more environmental friendly cars etc.).
- Examples of procurers that have a mandate from one of more procurers to act on their behalf in a procurement (NB: The mandate does not have to be a permanent mandate. It can also be a one-time project specific mandate): a CPB (Central Purchasing Body), EGTC (European Grouping of Territorial Cooperation) or an ERIC (European Research Infrastructure Consortium) that has a mandate from some of its member to procure on their behalf, an International Organisation mandated to procure on behalf of some of its members (e.g. CERN, ESA), a private association mandated to procure on behalf of some of its members (e.g. an AISBL, or an association of cities mandated by some of its member cities to procure on their behalf).

The lead procurer is a public procurer and is the beneficiary appointed by the buyers group to coordinate and lead the PPI. The lead procurer can be either one of the procurers in the buyers group (e.g. one of the hospitals in a buyers group of hospitals that all invest budget to procure innovative solutions via PPI) or another beneficiary in the action that is established or designated by the procurers in the buyer group to act as lead procurer (e.g. a central purchasing body that does not need the solution itself and does not invest money from its own pocket in the procurement itself, but that is just a professional organisation specialised in public procurements and only performs the procurement procedure for a group of hospitals that form the actual buyers group). A concrete example of a lead procurer for PPIs at national level is the Swedish Energy Agency (in their so-called technology procurements): it gathers buyers groups with a common procurement need in Sweden (e.g. Swedish cities), performs conformance testing of innovative solutions (including product labelling) and assists the buyers to launch PPI procurements to deploy the innovative solutions.

15. Is my organisation a public procurer?

Public procurers are organizations that are contracting authorities or contracting entities according to the definition of those terms in the EU public procurement directives 2014/24/EU, 2004/25/EU, 2009/81/EC.

- ‘Contracting authority’ means the State, regional or local authorities, bodies governed by public law, associations formed by one or several of such authorities or one or several of such bodies governed by public law (*for the full definition, see Article 2(1)(1) of Directive 2014/24/EU*). Bodies governed by public law also include entities *financed* mostly by the State, regional or local authorities, or other bodies governed by public law and entities *controlled* by those bodies (*for the full definition, see Article 2(1)(4) of Directive 2014/24/EU*). This includes for example ministries, regions, cities, road management authorities, public hospitals, central purchasing bodies etc.
- ‘Contracting entities’ refers to entities operating in specific sectors (such as utilities for water, energy, transport, postal services covered by Directive 2014/25/EU and contracting entities in the field of security covered by Directive 2009/81/EC). They may be contracting authorities, public undertakings or entities operating on the basis of special or exclusive rights (*for the full definition, see Article 4 of Directive 2014/25/EU*).

For the purpose of Horizon 2020, public procurers includes also entities that are contracting authorities/entities according to the above definition but to which the EU public procurement Directives itself do not apply (e.g. international organisations such as ERICs - European Research Infrastructure Consortia - which are formed by several contracting authorities).

16. Can other types of procurers also participate and for what costs are they eligible?

Yes. In addition to the minimum two public procurers (see FAQ 14), other types of procurers that are providing services of public interest and share the same procurement need can participate in the action. They are eligible to EU co-financing for the same types of costs as the public procurers in the consortium, so they can be part of the coordination and networking activities and part of the buyers group and receive EU co-financing also for their contribution to the budget for the PPI. Please note that the lead procurer in a PPI action needs to be a public procurer (see FAQ 15).

A consortium can thus for example exist of two public hospitals (public procurers) + private hospitals (private procurers) + Médecins sans frontières (NGO type procurer).

17. Can procurers that are already in on-going PCP, PPI or CSA projects (CSAs that fund networks of procurers to prepare the ground for starting future PCPs or PPIs) participate in new PPI projects?

Yes, as long as there is no double funding of the same activity in different projects. Procurers may want to focus a new proposal on new procurement needs that are not addressed yet in on-going PCP or PPI projects. Procurers may want to focus a PPI proposal on deploying solutions that were developed and testing in a preceding PCP action.

18. Can there be only procurers in PPI actions or can other types of entities also participate as beneficiaries in PPI actions? Can suppliers or supply side associations participate in PPI actions? Can universities participate in PPI actions? Can consultants participate in PPI actions?

As explained in General Annex D and E of the Horizon 2020 work programme, any type of entity that is not a potential provider of solutions sought for by a PPI and that does not have another type of conflict of interest with the PPI procurement(s) undertaken in the action, can participate as beneficiary in the action, in particular also in the coordination and networking activities part of the action. The participation of those entities should be well justified, clearly add value to the action and support the preparation and execution of the PPI or embed the PPI into a wider set of demand side activities (see FAQ 4 for examples of such activities: this can include also assisting procurers with market analysis, defining evaluation criteria or proof of compliance/test methods, helping to evaluate offers, helping with standardisation/certification related activities etc).

Examples of entities that are not procurers that could participate are **end-users / consumer organisations, certification / standardisation bodies, entities specialised in dissemination activities.**

Can **suppliers or supply side associations** participate as beneficiaries in PPI actions?

- Suppliers that are potential providers of solutions sought for by the PPI cannot participate as beneficiaries in a PPI action. The procurers in the project will interact with the supply side once the project is started, by organising an open market consultation before the call for tender will be launched (to broach the view of the supply side on the upcoming call for tender) and by selecting suppliers via the open PPI call for tender procedure to deliver innovative solutions (those suppliers will not enter the grant agreement that the procurers sign with the EC, they remain subcontractors outside of the grant agreement that only sign procurement contracts with the procurers in the project).

- Supply side associations or other entities representing supply side interests (e.g. standardisation bodies) can participate in PPI actions as long as they ensure that their participation does not create a conflict of interest with the preparation and/or execution of the PPI procurement. Such organisations should explain in the proposal how they intend to strike a careful balance in not breaching the integrity of the procurement process (including maintaining confidentiality and avoiding potential conflicts of interest) and allowing the project to benefit from the input, expertise and capacities of the industry association, for example by committing themselves as association to:

- Complete transparency of the roles of industry members versus professional staff of the industry association vis-à-vis the procurers;
- Allowing only professional or contracted staff of the industry association to support the procurers;
- Conducting all their activities in the project either with staff of the industry association only, or with third parties that have no involvement in any tenders;
- Notifying the consortium promptly if any industry members become involved in the project or gain access to confidential information, with the result that their companies be excluded from the tender process.

Can **universities** participate in/interact with PPI actions?

Universities/public research centres can participate in/interact with PPI actions in different ways:

(1) as public procurer that wants to buy innovative solutions (e.g. university hospitals, university libraries, university research centres that need to buy an innovative equipment for their own use)

(2) as beneficiary that is assisting the procurers in a PPI in the preparation and/or follow-up of the procurement

(3) as the part of a tenderer (can consist of a group of entities) that submits an offer to the PPI call for tender(s) to deliver innovative solutions to the procurers.

In the case of (1) or (2), the university cannot make offers for the PPI call for tender(s), in the case of (3) the university cannot be part of the consortium that implements the PPI.

Can **consultants** participate in PPI actions?

Yes, for example entities specialised in dissemination or market analysis activities, legal procurement advice, project management that assist the procurers in the project with the coordination / networking and/or project management activities (see also FAQ 19 about the project coordinator).

19. Who can act as project coordinator? Does it have to be the lead procurer?

There are no Horizon 2020 restrictions on which type of entities can be project coordinators: any type of entity that has the operational capacity to carry out this task can act in principle as project coordinator. There is thus no requirement that the project coordinator has to be the lead procurer.

However, having the lead procurer also as project coordinator has clear advantages:

- As all activities implemented in a PPI action are centred around the PPI procurement(s), having the lead procurer as project coordinator can ensure a stronger/smoothen coordination between the overall management of the project and the management of the PPI procurement(s)
- As the project coordinator coordinates the whole communication channel between the EC and the project partners, having the lead procurer as project coordinator facilitates faster communication between the lead procurer and the EC on the PPI procurement implementation during the project
- As the project coordinator coordinates the financial contributions received from the EC and the lead procurer coordinates the PPI procurement(s), having the lead procurer as project coordinator may facilitate the management of the contractual/financial flows between the project partners and suppliers.

20. Can a PPI project focus on more than 1 procurement need? Can the different procurers in a PPI project focus on different procurement needs?

As explained in general Annex D of the work programme, each PPI must focus on one concrete unmet need that is shared by the participating procurers and requires the deployment of innovative solutions that are to a significant extent similar across countries and are therefore proposed to be procured jointly. This means that the innovative solutions procured by all procurers in the buyers group must have the same core functionality and performance characteristics (described in the common specifications for the joint call for tender), but may have additional 'local' functionality due to differences in the local context of each individual procurer (if framework contracts/agreements are used, this can be reflected in the specific contracts for procuring specific quantities of goods/services for each procurer).

A key objective of a PPI action is to obtain better value for money solutions from the market and to reduce the risk/cost for each individual procurer to do a PPI, by forming a buyers group that shares the costs of undertaking the procurement of innovative solutions together to address one challenge that shared by all the procurers in the buyers group. In case the procurement need – the common challenge - consists of several building blocks, it is possible to use lots.

21. Can there be several separate PPIs or only one PPI procurement in a project?

As explained in general Annex D of the work programme, from the calls in H2020 Work Programme 2017 onwards, inside one project the procurers can choose between implementing either one joint PPI procurement or several separate but coordinated PPI procurements based on common tender specifications that are defined jointly by all procurers in the buyers group.

In either case (joint or coordinated PPI), the group of procurers that make the financial commitments to undertake the PPI procurement(s), i.e. the buyers group, appoints a lead procurer to coordinate and lead the joint or coordinated procurement(s). The lead procurer can be either one of the procurers in the buyers group or another beneficiary in the action that is established or designated by the procurers in the buyer group to act as lead procurer (e.g. a central purchasing body can be lead procurer that executes the procurement procedure for a buyers groups without contributing itself to the budget for procuring the R&D).

- In the case that the approach of one joint PPI procurement is chosen:
The lead procurer will coordinate the work to prepare the procurement e.g. to reach an agreement between the procurers in the buyers group on the common tender specifications and common evaluation criteria. The lead procurer will publish the prior information notice (PIN) to announce the open market consultation and the contract notice for the PPI call for tender in the name and on behalf of the whole buyers group under the applicable legal framework for public procurement in the country of the lead procurer and coordinate the joint evaluation of offers. No matter whether the lead procurer only does the procurement/tendering or also the contracting for the public

procurement of innovative, in any case the evaluation of all tenders must be carried out based on common specifications and common evaluation criteria defined jointly by all procurers in the buyers group. In case a framework contract/agreement with specific contracts and/or lots are used (e.g. to cater for the additional local functionality per procurer (see FAQ 20)), all procurers in the buyers group and the lead procurer carry out together the joint evaluation of the offers for the framework contract/agreement based on common specifications and jointly defined evaluation criteria (the call for tender for the PPI framework contract/agreement is conducted by the lead procurer in the name and on behalf of the buyers group under the national procurement legislation applicable to the lead procurer). Each procurer in the buyers group can consequently based on this framework contract/agreement individually award specific contracts under its own national procurement legislation (with or without reopening of competition under the pre-established framework agreement) at the same time or at different times during the project.

- In the case that the approach of several separate but coordinated PPI procurements is chosen: The lead procurer will coordinate the work to prepare the procurement to reach an agreement between the procurers in the buyers group on the common tender specifications and common evaluation criteria. The lead procurer will publish the prior information notice (PIN) to announce a common open market consultation for all the purchases made by the whole buyers group. Each individual procurer in the buyers group can also publish additional prior information notices for additional open market consultation meetings he wants to hold for the share of innovative solutions he will buy for itself. The lead procurer coordinates that each individual procurer publishes the contract notice for the PPI call for tender under the applicable legal framework for public procurement in his country and evaluate the offers received for its own call for tender based on the common tender specifications (that define the common core functionality) and evaluation criteria. The different PPI procurements are coordinated as all procurers call via their individual PPI call for tenders for innovative solutions with the same core functionality but possibly with additional local functionality per procurer. Framework contract/agreement with specific contracts and/or lots can be used (e.g. lots can cater for the procurement of solutions that exist of different building blocks, framework contracts/lots can cater for a procurement that needs repetitive purchases within the timeframe of the procurement). Different procurers in the buyers group can thus based on their framework contract/agreement individually award specific contracts under their own national procurement legislation (with or without reopening of competition under the pre-established framework agreement) at the same time or at different times during the project.

For other tasks related to the preparation of the call for tender, evaluation of offers, monitoring of the suppliers, validation/testing of solutions, evaluation of the results/impact of the call for tender, the effort to carry out these tasks can be shared between the members of the buyers group and the lead procurer (and where relevant by others such as end-users/certification or labelling bodies e.g. to test/certify solutions, external experts e.g. to evaluate offers etc).

For what regards payments of the suppliers that participate in the PPI, consortia can choose for centralised or decentralised payment (see FAQ 22).

22. Which procurer(s) has/have to request the EC contribution for the PPI subcontracting costs in the budget of the proposal, and which procurer(s) has/have to claim the PPI subcontracting costs ultimately to the EC via the form C? How is the consortium's choice for centralised or decentralised payment of suppliers recorded in the grant agreement?

For payments of the suppliers that participate in the PPI procurement, consortia can choose to have:

1) Option 1 (centralised payment of suppliers): all selected tenderers are paid by the lead procurer. This option can be used when the consortium chooses to implement one joint PPI procurement (see FAQ 21).

2) Option 2 (decentralised payment of suppliers): all selected tenderers are paid pro rata by each procurer in the buyers group according to the share of the individual financial contribution of each procurer in the buyers group to the total procurement budget for the PPI. This option can be used both in the case when the consortium chooses to implement one joint PPI procurement or several separate but coordinate PPI procurements (see FAQ 21). Concrete example: in a consortium with 3 procurers, a supplier will send the invoice to procurer 1 for the innovative solutions it delivers to procurer 1 and this supplier will get paid by procurer 1 for the innovative solutions it delivers to procurer 1 (same for the other 2 procurers).

In Option 1, the entire PPI subcontracting cost (corresponding to the expected value of all innovative solutions that will be bought for all procurers in the buyers group) has to be allocated to the lead procurer in the budget table in the proposal. The lead procurer will also be the only procurer during the project that will claim the entire PPI subcontracting cost (via the invoices that he receives from each tenderer) for reimbursement to the EC via his Form C.

In Option 2, each member of the buyers group fills in the budget table in the proposal budget its own pro rata contribution to the total PPI subcontracting cost (each procurer fills in only his own PPI subcontracting costs only for the innovative solutions that he will buy himself). Each procurer in the buyers group will then also claim his own contribution to the total PPI subcontracting costs (via the invoices that he receives from suppliers) for reimbursement to the EC via its individual Form C.

Besides the budget table, the proposal also requests the proposers to fill in table 3.4 a "Direct costs of PPI subcontracting". In this table, all procurers in the buyers group fill in their individual financial commitments to the total budget for PPI subcontracting that is estimated to be needed in the project for payment of PPI subcontracts. So, in Option 1, it is not the budget table but table 3.4.a that details which procurer in the buyers group buys which amount of innovative solutions via the PPI.

As the proposal will be finally attached as annex to the grant agreement, the option for centralised or decentralised payments of tenderers that is chosen by the consortium becomes via the proposal part of the Grant Agreement.

Please note that the choice for option 1 and 2 may have consequences also on VAT (FAQ 23).

23. Should VAT be included in the requested budget in my proposal?

In Horizon 2020, VAT is an eligible cost except for beneficiaries that can deduct it nationally. So yes, applicable VAT on the subcontracting costs that cannot be deducted nationally should be included in the requested budget in a proposal. Please note that this is applicable for VAT on all subcontracting costs, so not only the PPI subcontracting costs but also for planned subcontracting costs under the proposed coordination and networking activities in a PPI action.

For the PPI subcontracting costs, take care to use the correct VAT of the correct country(ies) in the budget table. In Option 1 (see FAQ 22) it is possible that the VAT rate of the country of the lead procurer applies on the entire PPI subcontracting cost (check with the national tax administration in the country of the procurers in the project. This can depend also on whether products or services are procured via the PPI). In Option 2 (see FAQ 22) each procurer in the buyers group will pay VAT on the amount of innovative solutions he buys individually from suppliers according to his country's own VAT rate, so then each procurer in the buyers group has to follow the rules of his own country's regarding the applicable VAT rate for his share of PPI subcontracting costs entered in the budget table of the proposal.

24. If I have done a PCP action with 5 procurers can I later only submit a proposal for a PPI action with those same 5 procurers? Can I submit a PPI proposal when my PCP is still ongoing?

When you have done/are doing a PCP with 5 procurers, no, you are not restricted to continue to deployment/PPI with only those 5 procurers. PCP and PPI actions are called for separately, so the procurers in a proposal for a PPI action can be different from those in a PCP action that took place before. It is for example perfectly possible to expand the buyers group that finished a PCP with new additional procurers to undertake a PPI afterwards (e.g. when the innovative solutions developed during a PCP trigger the interest of additional procurers around Europe to go for deployment as well).

Yes, you can submit a PPI proposal when you are still busy implementing a PCP. For example, procurers that see that their PCP is progressing well (prototypes/testing is delivering promising results to start planning for deployment), can already submit a proposal for a PPI to ensure that the time gap between the PCP and the PPI is as short as possible.

25. Can I provide part of my contribution to the project in-kind?

Basically, in-kind contributions are not relevant for beneficiaries (beneficiaries are reimbursed based on actually incurred costs) but they are relevant for third parties.

For beneficiaries, the remaining 65% of direct personnel costs that is covered by the beneficiaries themselves (that is not reimbursed by the 35% funding rate for direct costs in PPI actions) is in Horizon 2020 not considered to be an in-kind contribution but the own contribution of the beneficiaries (even though this is not a 'cash' contribution but a contribution in the form of manhours spent on the project).

Third parties linked to beneficiaries may however make in-kind contributions to the project. As explained in general annex D of the work program, eligible costs for PPI actions may include in-kind contributions of third parties linked to grant beneficiaries (e.g. corresponding to resources put at the disposal of grant beneficiaries to carry out the project). The provisions related to in-kind contributions are explained in article 11.1 of the model grant agreement. For examples of in-kind contributions for PPI actions see the annotated model grant agreement (see page 572): http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

26. Can I chose to get the coordination/networking activities funded at 100% and the PPI procurement cost at a lower funding rate than 35%? Or can I chose to get the PPI procurement cost funded at 100% funding rate and get a below 35% funding rate for some of the coordination/networking activities?

In Horizon 2020 the EC reimburses all eligible costs (both the costs for the PPI subcontracting and the costs for the coordination/networking activities) at the same funding rate, 35% for the PPI actions. So, in the budget table a maximum 35% funding rate is used for all types of costs for which the proposers request EC reimbursement. Also in the Form C for claiming those costs during project implementation to the EC, this maximum 35% funding rate will be applied to every cost claim submitted to the EC.

However internally inside the project, project partners can decide to use part of the EU contribution that they receive for the PPI subcontracting cost to increase the support to coordination and networking activities (even up to 100%) as long as that the project partners still execute the PPI procurement with the same procurement budget as foreseen in the grant agreement. So this means that (a) procurer(s) in the buyers group that do(es) this then provide(s) in reality a larger own contribution to the PPI procurement cost than what is listed in the budget table, as the total Union

contribution will remain 35% of the eligible costs for PPI subcontracting and coordination and networking activities.

The other way around is also possible, project partners can decide to use part of the EU contribution that they receive for the coordination and networking activities to increase the support to the PPI subcontracting costs as long as the project partners still execute all the coordination and networking activities with the same budget as foreseen in the grant agreement. So this means that a procurer(s) in the buyers group that do(es) this then provide(s) in reality a larger own contribution to coordination and networking activities than what is listed in the budget table, as the total Union contribution will remain 35% of the eligible costs for PPI subcontracting and coordination and networking activities.

27. The initial needs identification / market scanning phase, is this performed by beneficiaries within the consortium (before or during the project) or is this included as part of the PPI procured from vendors? Can beneficiaries also do innovation activities themselves in a PPI project?

See General Annex D and E of the Horizon 2020 work programme and the annotated model grant agreement for more info.

The consortium needs to do some horizon scanning activities already before submitting a proposal. Indeed in the proposal, the consortium must have already identified the common challenge/the procurement need that is proposed to be addressed by the proposed PPI (see section 1.2 of the proposal template for PPI actions) and the consortium needs to explain how this procurement need goes beyond the state of the art – innovative solutions are really needed to address the procurement need - so that it is justified to start a PPI (see section 1.3 of the proposal template for PPI actions).

During the project - in the preparation stage of the project before the procurement is started - the consortium can under the coordination/networking activities part of the project do itself also "further" horizon scanning / open market consultation activities to draft the tender specifications. Indeed, the market situation may have changed in between submitting the proposal and starting up the actual project, thus requiring an update of prior horizon scanning / market consultation activities. The consortium can make use of "independent" experts to assist them in this (not providers that intend to make offers for the procurement), but the needs identification/horizon scanning is in any not part of the PPI procured from vendors. The procurement need and end-user requirements will already be defined in the tender specifications for the PPI, so when bidding for the PPI vendors on the market will really propose concrete solutions to address the procurement need and the PPI will procure the delivery and deployment of those innovative solutions.

Note also that PPI actions do not co-finance R&D&I activities undertaken by consortium members to develop innovative solutions themselves. Activities such as horizon scanning / open market consultation, technical work to define tender specifications, the validation and testing of developed solutions by the procurers/end-users in the consortium fall under the coordination/networking activities (not under R&D&I activities) that are funded by the PPI action. Annex D provides more info about eligible types of coordination and networking activities that can be performed by beneficiaries throughout a PPI action (both in the preparation and execution stage of the project).

28. What type of regional funding can be combined with a H2020 funded PPI project?

Participants are free to finance their own contribution (the part of the costs – 35% - that is not reimbursed by Horizon 2020) from their own organisations financial resources or from other national/regional resources.

Please note however that it is not allowed to finance the own contribution from other EU funding programs. So if a participant receives funding from Horizon 2020 for an activity, it is not allowed to finance the own contribution for that activity from the structural funds (ESIF) budget for your region/country. To avoid double funding, it is also not allowed to have the same activity in a project co-financed both by Horizon 2020 and ESIF programs.

1) What is possible in terms of simultaneous use of Horizon 2020 and ESIF funding, is to get "different" activities in a project co-financed by Horizon 2020 and ESIF respectively. For example one procurer A in a PPI action can choose to get his contribution to the PPI procurement cost (the amount of innovative solutions procurer A buys for himself) co-financed by Horizon 2020, another procurer B in the same project can choose to get his contribution to the PPI procurement cost (the amount of innovative solutions procurer B buys for himself) financed by ESIF. Note that this is only possible when the consortium uses Option 2 explained in FAQ 22 (decentralised payment of suppliers), so that each procurer can submit his own individual invoices either to Horizon 2020 or to ESIF for reimbursement (procurer A submits his invoices for reimbursement to Horizon 2020, procurer B submits his invoices for reimbursement to ESIF).

Table 3.4 a in the proposal template for PPI actions enables proposers to indicate whether there are procurers in the PPI project that plan to co-finance their contribution to the PPI procurement budget from ESIF instead of Horizon 2020.

2) What is also possible is that regional/ESIF funding is used to finance activities that are not covered by the Horizon 2020 PPI project but that are complementary to it. For example:

- all procurers in a project request co-financing for their contribution to the PPI procurement budget from Horizon 2020
- to speed up the adoption of the solutions, ESIF budget is used to finance additional activities that are not covered by Horizon 2020 to train for example end-users in the region about how to use the innovative solutions/technologies resulting from the PPI in their daily life. Or to encourage wider use of PPI in the region beyond the Horizon 2020 project, ESIF budget is used for training other procurers outside the PPI project in the region on how to implement a PPI.

3) Sequential Horizon 2020-ESIF funding is also a possibility. Example, after a PCP was implemented with Horizon 2020 funding, some procurers decide to finance the deployment of the solutions afterwards via a PPI that is co-financed by ESIF.

More info about all the possible scenarios for synergies between Horizon 2020 and ESIF funding can be found here: http://ec.europa.eu/information_society/newsroom/image/document/2016-37/synergies_innovation_procurement_updatewp2017_16968.pdf

29. What type of activities can be subcontracted in a PPI? Can the project management be subcontracted? Can the lead procurer subcontract purchasing/legal experience or does he need to have that in-house?

The innovative solutions that are procured via the PPI are considered subcontracting activities. They constitute the main part of the action (minimum 50% of the EU contribution), so a limited set of other activities (coordination and networking activities) can potentially be subcontracted.

For what regards the coordination and networking activities (which include the project management activities), it's important to remind that the consortium needs to have the operational capacity to carry out the project. Therefore project management activities and other essential coordination and networking activities cannot be subcontracted.

Subcontracting is possible for ancillary type coordination and networking activities that are supporting the procurers in the preparation, management and/or follow-up of the PPI procurement or the positioning of the PPI procurement into a wider set of demand side activities. Note that the responsibility towards the EU/Euratom for the subcontracted work lies fully with the beneficiary that performs the subcontracting. Stricter rules on subcontracting apply to information that is 'EU-classified' or subject to a 'security recommendation' in Annex 1 of the GA.

30. What happens with the reimbursement of coordination/networking activities if a project finally spends a smaller budget than initially foreseen on the procurement (what happens then with the limit that maximum 50% of the total requested EU contribution can be for coordination/networking activities)? Is every partner in the project bound individually by this 50% limit or does that limit apply only on the total amount of coordination/networking activities performed by all partners in the project?

- The work programme requirement does not say that a consortium can spend maximum 50% of the actual grant that it is awarded on coordination/networking activities, it says that a consortium can request in the proposal maximum 50% of the total requested EU contribution for coordination / networking activities. This is an important difference.

Once a project is selected for funding, in the grant agreement the maximum amount of eligible costs for coordination/networking activities is not defined as a percentage of the total amount any more, but as an absolute value (e.g. maximum 1,2 million EURO) that corresponds to the amount originally estimated in the proposal and agreed in the grant preparation with the EC (see article 6, B in the Model Grant Agreement for PCP/PPI actions).

As confirmed by the EC on page 556 of the Annotated Model Grant Agreement for PCP/PPI actions: the amount of EU funding for related additional coordination and networking activities does NOT change, even if the costs actually incurred for PCP/PPI subcontracting end up being less than initially estimated (e.g. if the buyers group is able to procure at a better price than it had budgeted or because an unforeseen event prevents the procurers from starting the procurement all together). The reimbursement of costs for the coordination/networking activities will thus in such a case not be automatically proportionally reduced.

- Note that the requirement says that maximum 50% of the total requested EU contribution (the EU contribution requested by all partners in the project) can be for coordination/networking activities. So, there is no 50% limitation on individual partners, only on the total amount of EU contribution requested by all partners in the project for coordination/networking activities. It is thus possible that one partner (e.g. an entity that is not a procurer but that assists the procurers in coordination / networking activities) requests only reimbursement of coordination/networking activities (100% of the eligible costs for this entity are coordination/networking type costs) and that another partner (a procurer) requests less than 50% of his eligible costs for networking/coordination activities.

31. Must all procurers in the buyers group of a PPI project buy/deploy the innovative solutions at the same time?

No, it is possible that different procurers in the buyers group of a PPI project buy/deploy the amounts of innovative solutions they need at different points in the time during the project. As explained in FAQ 20/21, to buy the solutions different procurers in the buyers group individually need they can each award separate contracts (in case they choose to implement separate but coordinated PPI procurements) or separate specific contracts/lots that use a framework contract/agreement that they have earlier established together (in case they choose to implement

one joint PPI call for tender). Different procurers can thus award individual contracts at different moments in time during the project, to help accommodate differences in deployment planning of different procurers in the buyers group.

Please note that such time spreading of contracts requires careful planning of the total time duration for the PPI project: as Horizon 2020 can only reimburse costs that are incurred "during" the Horizon 2020 project, ensure that all the duration of all the planned specific contracts to be executed during the PPI project fit into the time duration that you propose in the proposal for the total PPI project. Note that the EU public procurement directives and national procurement rules may have requirements on maximum time durations for framework contracts/agreements (typically max 4 years).

32. What if I already did an open market consultation before starting the PPI project? Can that count? Or do I have to do another one during the PPI project?

It is possible that procurers have already done an open market consultation: either with their own financial resources, or with EU funding (e.g. ESIF or Horizon 2020 funding). The latter could have happened indeed in the context of an ESIF Territorial Cooperation Programme project or a CSA project (coordination and support action) funded by Horizon 2020 that investigated the feasibility and prepared the ground for launching future PCP and PPI procurements.

So, what happens if procurers have already investigated the feasibility of launching a PPI, and now apply for a PPI action to really implement this PPI?

* Firstly, double funding is not allowed. In other words, the costs for an open market consultation that was/is already funded by another ESIF or Horizon 2020 project cannot be submitted again under the costs of a new PPI action.

* Secondly, you are of course not obliged to redo again an activity that you have already done before the project. Procurers that have already done certain parts of the preparation work that is typically done in the start-up phase of a PPI project, can submit a PPI proposal shortening or even skipping some of those parts and proceeding more quickly to the execution of the PPI procurement.

However, in case you have already done an open market consultation, check first:

(1) How long ago it took place: the state-of-the art may have changed in the meantime so it may make sense to do another open market consultation anyway

(2) Whether it covered all the aspects of the PPI procurement that you are planning to focus on now. You may have done an open market consultation that addressed several possible areas for innovation in your field superficially, but didn't go into enough detail into the one area that you have chosen now to focus your PPI procurement on. You may have focused beforehand only on technical details (can the market deliver solutions for my procurement need), but not enough on the viability of the procurement in terms of financial details, planning/contract set-up, IPR related aspects etc.

(3) If the way you implemented the open market consultation was compliant with all the requirements for open market consultations for Horizon 2020 funded PPI projects (see Annex D and E of the Horizon 2020 WP and article 13 of the MGA for PCP/PPI actions)

If the answer to (1), (2), (3) is not fully satisfactory, then you may need to do another open market consultation during the PPI project anyway. It is not unusual that procurers do more than one round of open market consultations before launching their call for tender.

32. Are there any TRL (Technology Readiness Levels) assigned to PPI?

Horizon 2020 itself does not assign specific TRL levels to PPI. However PPI does not cover the procurement of R&D (see FAQ 3 for the H2020 definition of PPI) and R&D is defined by the R&D&I State aid framework to as activities that can range between TRL 1-8 (see the FAQ list for PCP actions). A PPI procurement thus only procures TRL 9 type activities: the delivery (possibly subject to

conformance testing before contract award), deployment (can be large scale deployment) and the evaluation in the operational environment (including possibly final bug fixing) of deploying the procured innovative solutions into permanent service.

It is possible that between the time that the procurers make the early announcement that they intend to launch a PPI call for tender (e.g. when they explain the type of solutions they are looking for at the open market consultation) and the time that they launch the actual PPI call for tender, interested vendors may perform themselves still R&D&I activities on their solutions to improve their chances of winning the upcoming PPI call for tender (e.g. making last minute adaptations to their solutions to meet deployment requirements of the procurers, scaling up their production chain to be able to deliver the quantities needed for deployment at lower prices etc.). However these R&D&I activities are not financed by the PPI procurement.

33. How much effort may the involvement of end-users (e.g. patients, doctors in healthcare cases) take in a PPI project? Should this be tendered out or should the end-users be part of the consortium?

To ensure that the PPI will deliver solutions that meet the real end-user needs, close involvement of end-users is important in different stages of a PPI project: in the preparation stage of the project (the PPI tender specifications need to be based on analysis of end-user needs), in the evaluation of offers for the PPI procurement (to evaluate which offers best match the challenge/end-user needs) and possibly conformance testing before contract award (if relevant for/included in the project), for validating and assessing the impacts of conversion into permanent service of the deployed solutions (to evaluate how well the deployed solutions meet the end-user requirements and if need be instruct vendors to still do any remaining bug-fixing).

How much effort is exactly needed to ensure appropriate end-user involvement in different tasks is case specific. The costs are up to the proposers to decide. Please consider the budget needed for this carefully to enable a smooth project progress. It is always possible to amend the Grant Agreement for small budget transfers if the numbers are not yet well known at proposal stage and changes are necessary. This just needs to be explained in the proposal. The key here is the description of the genuine need.

As the involvement of end-users is so important to the success of the procurement outcome, the procurers in the buyers group for the PPI (see FAQ 14) must represent the demand side (either be the end-user themselves, or represent end-users and ensure their involvement in the project).

End-users can be part of a consortium and participate in the coordination and networking activities (see FAQ 18). Some topics - check the description of the topic that calls for the PPI action - may require end-users to be part of the consortium as beneficiaries. If not, consortia can decide themselves to include end-users (or end-user organisations) as beneficiaries or as subcontractors (under the coordination/networking activities) in the proposal. Please note that subcontracting of coordination/networking activities may only concern a limited part of a grant and consortia are evaluated on their operational capacity to carry out the tasks (including the tasks above involving end-users, so it is indeed a real asset to already have end-users or end-user organisations identified in the consortium that are assigned concrete tasks in the proposal).

34. Can there be a specific partner in the project that organises the evaluation of offers for the procurement because the buyers group may not know all the end-user/stakeholders needs?

The lead procurer and buyers group are the ones that as procurers in the project carry the legal responsibility for the procurement procedure, including the evaluation of offers. General annex E of the Horizon2020 work programme requires them to carry out the evaluation of offers together in group as one joint evaluation of offers: they can make use of external independent experts to assist them in the evaluation but they make the final evaluation decision.

General annex E of the Horizon2020 work programme requires the procurers in the buyers group to represent the demand side (be the end-user or involve end-users in the project). See FAQ 14 & 33.

35. Are there any recommendations regarding evaluation criteria for the procurement?

The section about PCP/PPI in general Annex E of the Horizon 2020 work programme lists some H2020 specific requirements regarding selection and award criteria for PCP/PPI procurements: Procurers should avoid the use of selection criteria based on disproportionate qualification and financial guarantee requirements (e.g. with regards to prior customer references and minimum turnover). Functional/performance based specifications must be used, to formulate the object of the tender as a problem to be solved, without prescribing a specific solution approach to be followed. Evaluation of the tenders must be based on best value for money criteria, not just lowest price.

It is up to the lead procurer and the buyers group in each project to define the exact selection and award criteria and the tender specifications for their specific procurement in such a way that meets these requirements. This can be done with the help of experts assisting the procurers, the feedback of end-users and the feedback from potential bidders that is collected through the open market consultation concerning the proposed scope and implementation approach for the procurement.

36. How about the reporting on the procurement?

The Model Grant Agreement for PCP/PPI actions contains specific sections detailing the reporting obligations for beneficiaries to inform the EC about the progress of the PCP/PPI procurement. Section 3.1 in the proposal template for PCP/PPI actions reminds proposers which deliverables to foresee in the proposal to comply with these reporting obligations.

Note that the first reporting period in PCP/PPI actions corresponds to the end of the preparation phase of the project, which includes the PCP/PPI tender documents as deliverable. Include therefore in your proposal time for a project review on the deliverables of the preparation phase at the end of this first reporting period.

37. Can procurers from Turkey or US participate in a PPI action?

The following page (and General annex A of the Horizon 2020 work programme) explain under which conditions entities from non EU Member States can participate to Horizon 2020 funded projects, including PCP actions: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm

As Turkey is an Associated Country, procurers from Turkey can participate under the same conditions as European procurers to PPI actions.

As US is not an Associated or developing country, US procurers can participate in PPI actions, but without receiving EU funding.

Please note however that the public procurement system in Turkey and US is quite different from the one in the EU Member States, so check carefully with other procurers from EU Member States in the project how to practically cooperate to implement the joint PPI procurement together.

38. When will the eafip toolkit become available? Can EU funded PPI projects get assistance from eafip?

eafip is the European Assistance For Innovation Procurement Initiative (www.eafip.eu). Eafip

- does promotion/training on PCP/PPI via 12 different events/workshops across Europe
- develops a toolkit for policy makers, procurers and lawyers about why & how to implement PCP/PPI
- provides assistance: by replying to questions about PCP/PPI via the a helpdesk/FAQ list and by providing local assistance to individual procurers in the start-up and implementation of 6 new PCP and PPI procurements across Europe.

The first and second module of the toolkit is already available online: <http://eafip.eu/toolkit/>
The third and final module of the toolkit is expected to be ready end 2016.

Regarding the local assistance, projects that already receive EU funding for the costs related to the preparation and / or management of an innovation procurement (e.g. from Horizon 2020 or ESIF programmes) are not eligible for *eafip* assistance for activities that are eligible costs under the EU funding they already receive. The *eafip* initiative does not provide assistance in the formulation / preparation of proposals / offers for Horizon 2020 calls.

39. What is innovation procurement? What is PCP? What is PPI?

Innovation procurement actions can be either PCP or PPI actions. Key difference in a nutshell is:

- PCP actions focus on the public procurement of R&D services to get innovation solutions researched, developed and tested, but not yet deployed at large scale.
- PPI actions use public procurement for early adopter type deployment of innovative solutions. PPI actions focus on commercial diffusion of innovation solutions which may require close-to-market innovation but does not include the procurement of R&D.

A detailed definition of what's considered PCP and PPI in Horizon 2020 can be found in the section on PCP and PPI actions in General Annex E of the Horizon 2020 work program:

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-work-programmes-2016-17

40. As the funding rate for PPI actions is 35%, does this mean that vendors that participate in the PPI procurement get funded only at 35% for delivering/deploying the innovative solutions?

No, vendors are paid at market price by the procurers in the project via the procurement (vendors make offers to the PPI call for tender and if they get selected they will be paid the price they offered in their bid). The EC then reimburses 35% of the price of the PPI procurement (the price that the procurers paid to the vendors for delivering/deploying the innovative solutions) to the procurers. The remaining 65% of the price paid to the vendors is paid by the procurers in the buyers group in the project themselves.

The vendors that are selected via the PPI procurement deliver the innovative solutions to the procurers do not join the grant agreement that the EC signed with the procurers. They only sign a procurement contract with the procurers. The vendors are not beneficiaries but subcontractors from the point of view of the EC grant agreement (from the point of view of the EC the procurers in the project subcontract delivery of innovative solutions to vendors that they select via a public procurement procedure).

41. Are there any ongoing projects at a stage of success that could provide good practice?

An overview of ongoing PCP-PPI projects and CSAs preparing potential future PCPs/PPIs can be found here (updated regularly): <http://ec.europa.eu/digital-agenda/eu-funded-projects>

In some areas of public interest there are already several ongoing PPI projects (healthcare, ageing well, sustainable construction, office lighting, transport), in other areas there are none yet.

A project that is doing a 'joint' PPI that is already quite advanced is the HAPPI project (www.happi.eu). Projects that are using 'coordinated' PPI procurements and already quite advanced are the ECOQUIP project (www.ecoquip.eu), the PROLITE project (www.prolitepartnership.eu) and the STOPANDGO project (www.stopandgoproject.eu).

THALEA is an example of PCP project (www.thalea-pcp.eu) that is already starting up a follow-up PPI THALEA II (www.thalea-pcp.eu/thalea-2).

In some domains (e.g. healthcare, energy, transport) there are also ongoing or newly starting CSA projects that are creating EU wide networks of procurers that are exploring opportunities for starting new PCPs and PPIs together (e.g. EPP-eHealth project: <http://www.innovationinhospitals.com/>).