



L4MS

Smart logistics for manufacturing

Guide for Applicants (GfA)

Table of Contents

1	OVERVIEW AND SUMMARY OF THE OPEN CALL	3
2	ELIGIBILITY CRITERIA	7
3	SCORED CRITERIA	10
4	PREPARATION AND SUBMISSION OF THE PROPOSALS.....	12
5	SUMMARY OF THE EVALUATION PROCESS	13
6	APPLICANTS COMMUNICATION FLOW.....	15
7	OBLIGATIONS OF BENEFICIARIES	16
8	INTELLECTUAL PROPERTY RIGHTS (IPR).....	17
9	SUPPORT TO THE APPLICANTS	18
10	SCHEDULE.....	19
11	APPLICABLE LAW.....	20

1 Overview and summary of the Open Call

1.1 Open Call overview

The L4MS (Logistics for Manufacturing SMEs) will deliver an open integration platform called OPIL (Open Platform for Innovations in Logistics) together with a 3D simulator to completely virtualize the intra-factory logistics automation.

The virtualization will reduce the installation cost and time of automating logistics by a factor of 10, enabling the rapid deployment of small and flexible automated logistics solutions in SMEs and MidCaps factories.

1.1.1 What is OPIL

OPIL is meant to enable the development of value-added services for the logistics sector in small-scale Industry 4.0 contexts such as those of manufacturing SMEs. In fact, it provides an easy deployable suite of applications for rapid development of complete logistics solutions, including components for task scheduling, path planning, automatic factory layout generation and navigation. OPIL also provides connectivity to equipment for optimal material handling on factory floor. These include (but is not limited to) mobile robots, AGVs, forklifts, workers and sensors as well as IT infrastructure of the factory as various warehouse management and ERP (Enterprise Resource Planning) systems. It provides a ready integration to a state of the art 3D factory simulator (with mobile robots, AGVs, forklifts, workers and sensors) which allows for a complete development and testing of the logistics solutions virtually before actual implementation. The 3D simulator provides support for the estimation of investment and guides the orchestration of the deployment tasks.

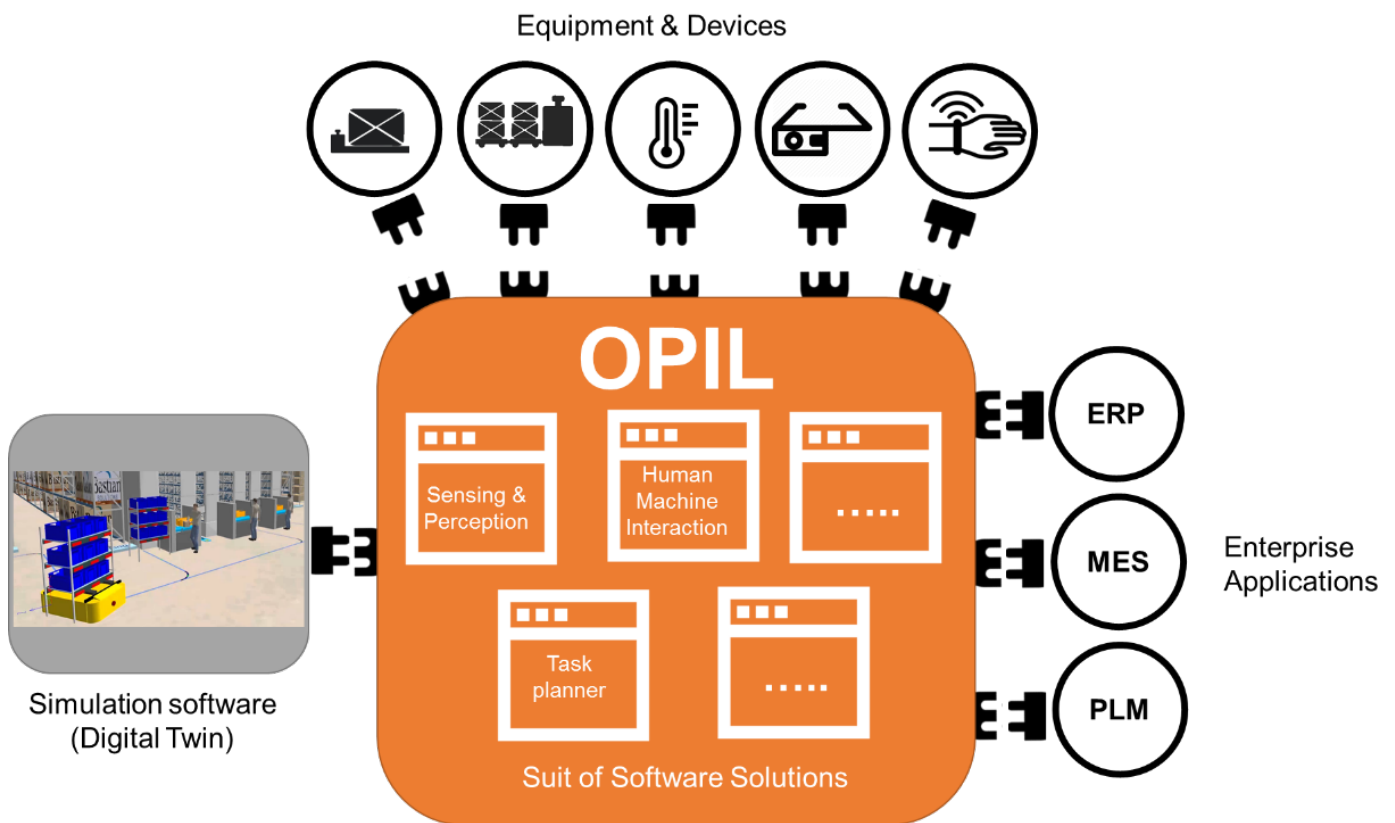


Figure 1. Overview of the OPIL platform, developed in the L4MS project

A messaging system at the heart of OPIL, which is based on the FIWARE open architecture, handles interactions among the several components of platform as well as with the external ones. The open architecture of OPIL supports the usage of open-source frameworks such as ROS (Robot Operating System) for the development of new components, e.g. perception, mobile manipulation, etc.

More information on OPIL capabilities is included in the OPIL description published on www.L4MS.eu.

1.1.2 The L4MS Open Calls

L4MS is launching an Open Call for Application Experiments (AEs) to attract novel use cases which will validate the cost effective and rapid deployment of mobile robots in manufacturing SMEs and MidCaps through virtualization. In this way further investments in manufacturing industry in robotic automation for logistics will be stimulated. The experiments will help to confirm that OPIL really contributes to reduction of the installation, deployment and configuration by a factor of 10. The AEs will be conducted by using OPIL integration platform and 3D simulator, for

which free licenses and complete guidance will be offered by L4MS. The proposals should address the implementation of small solutions required by manufacturing SMEs such as:

- End-to-end fully automated logistics solutions
- Hybrid (human-robot collaboration) automated logistics solutions
- Highly configurable automated logistics solutions
- Multi-vendor logistics solutions

Proposals shall outline an initial business plan which ensures their plans further investment for the commercial implementation of the logistics automation solutions in the manufacturing SMEs. Experiments are encouraged to be complemented by ESIF or other regional or national fund, which will multiply the results of the experiments across Europe.

Who can apply:

Following entities and other members of the automation value-chain registered in EU and H2020 Associated Countries are invited to submit proposals as consortium of at least 2 entities. At least one manufacturing SME should be included, which provides the use case to be implemented.

- Manufacturing SMEs and MidCaps
- Automation Solution Providers, Software Developers, System Integrators,
- Mobile Robots, Sensors and Equipment Manufacturers
- Competence Centres
- Digital Innovation Hubs (DIHs)

Before the deadline Brokerage services will be offered to potential Applicants looking for partners in order to form consortia eligible for applying. The Brokerage services will be linking the individual Applicants (SMEs) with system integrators, mobile robots manufactures and manufacturing SMEs who have also stated interest. Entities can also submit their interest individually by registering to the Brokerage services.

Expected impact:

The expected impact should be demonstrated by establishing relevant KPIs that compare the current measurements versus the expected improvements by adopting OPIL in at least the following aspects:

- Added value of OPIL in reducing development and integration cost
- Increase in productivity and flexibility of SMEs, especially in case of small batch production.
- Increase in the number of manufacturing SMEs using logistics automation.
- Increase in the number of small system integrators capable of installing logistics automation solutions.

The top winners of the Open Call will enter into L4MS acceleration program getting access to:

- Matchmaking services with Competence Centres, system integrators, mobile robot manufacturers, etc.
- Funding up to €250,000 per consortium (up to €100,000 per party. Please note that Funding will not be awarded to individual legal entities that have already received more than 100,000 Euro via open calls (FSTP) from H2020 I4MS and SAE projects)
- State-of-the-art equipment and test environment within your region
- Technology expert for adopting latest logistics automation solutions
- Business developers for innovative business and service models
- Training to re-skill workers at your door step
- Finance for scaling up the new business and service models

The Funding process

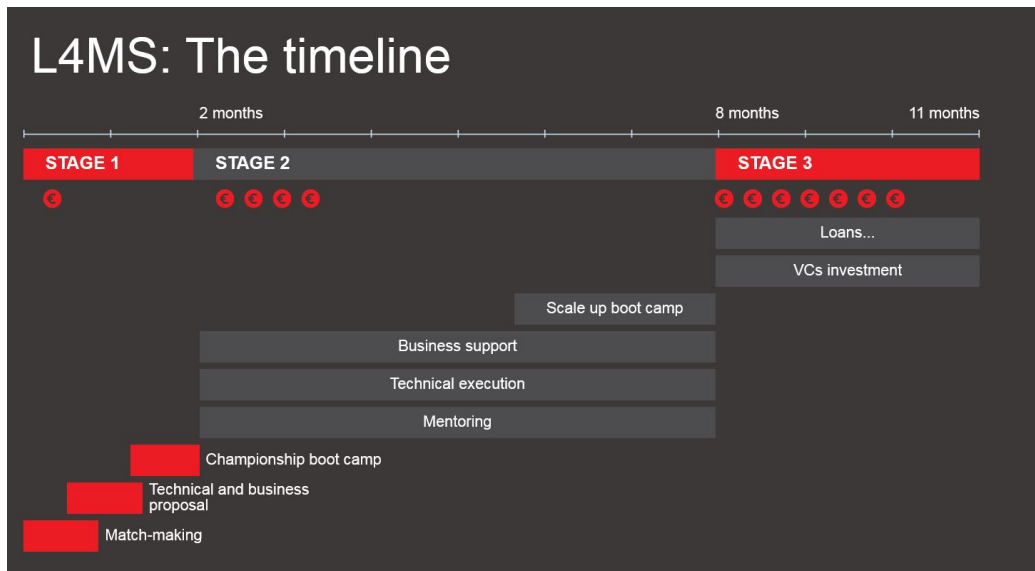


Figure 2. Overview of L4MS Acceleration Programme

1.2 Summary of the Call and financial support provided

Within the first L4MS Open Call, 10 best business cases, with highest innovation potential, will be selected.

A maximum of €250,000 will be given for the experiment with a maximum limit of 100,000 euros per party (in case of a party's requirement for a contribution over €60,000, specific explanation for the budget must be provided).

The L4MS acceleration program will provide the financial support in 3 stages:

- Stage 1 (duration of 2 months): fixed amount of €3,000 EU Funds/experiment: During this phase the L4MS consortium will help them to prepare detailed plans for the implementation of the experiments and the business cases. The 10 experiments, will be invited to a bootcamp session at the end of the period to present their plans. The 6 top ones will be selected for Stage 2.
- Stage 2 (duration of 6 months): fixed amount of up to €48,000 EU Funds for a Manufacturing SME and up to €98,000 EU Funds for the other type of parties in an experiment. Full technical and business support to implement and demonstrate the use case. Evaluation of the KPIs. The best 3 experiments at this phase will be accepted in Stage 3.

Stage 3 (duration of 3 months): Support to get public and private investment for business acceleration, replication and commercial implementation of the

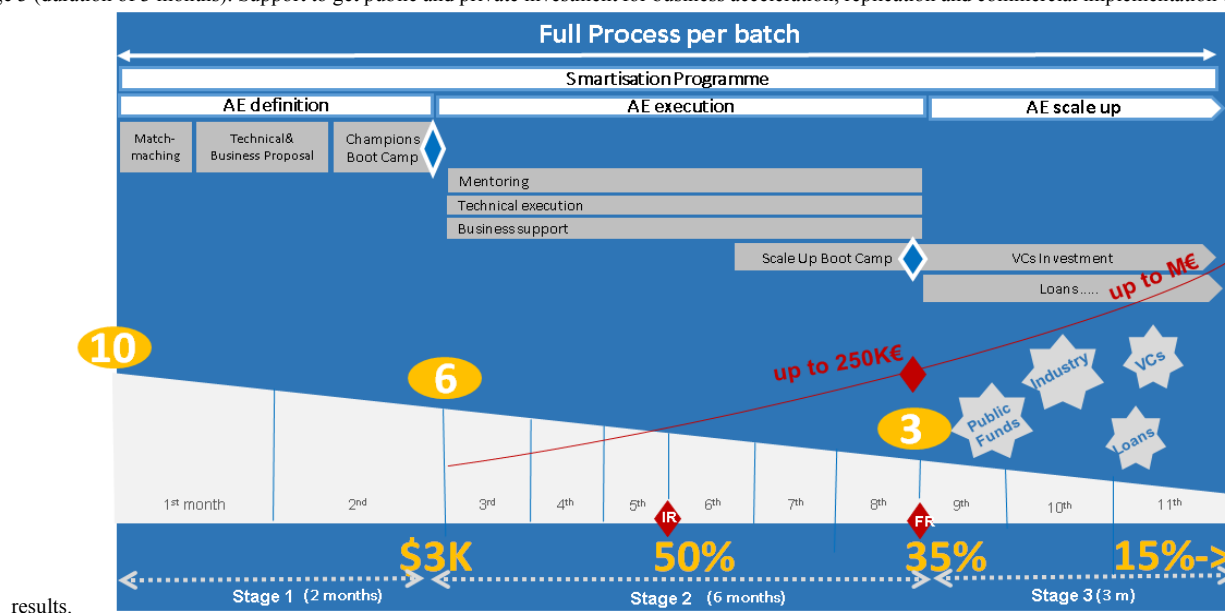


Figure 3. Overview of the L4MS funding available to Beneficiaries

Selection Procedure

The project ideas (application proposals) after the deadline will be initially checked for their eligibility. All proposals will be evaluated by 2 external experts, concluding to the list of the proposals that are candidates for selection. An 'Expert Group'¹ will be evaluating the relevance of the proposals to the L4MS project. In the 'Consensus Meeting', the 'Expert Group' together with 'External experts'², will decide the final ranking of the beneficiaries. The selected proposals at the end of this stage will be invited to sign the 'Sub Grant Agreements' with the L4MS project, becoming Third Parties of the project³. The beneficiaries will then enter the 'Smartization Programme', which consists of a funnel process composed of 3 main stages (Figure 1. Overview of the OPIL platform, developed in the L4MS project and Figure 2. Overview of L4MS Acceleration Programme).

All Applicants (up to 10 Beneficiaries) of the selected proposals will be invited to sign sub-grant agreements with the L4MS project, allowing them to receive the initial funding (EUR 3.000) for the Application Experiment definition phase ("Stage 1" of the program, as in Figure 3. Overview of the L4MS funding available to Beneficiaries). At the end of "Stage 1", up to 6 will be selected based on their performance, business potential and overall engagement in the program⁴, through a bootcamp where they will present their detailed plans. The remaining 6 Beneficiaries will continue on "Stage 2", in which they will be offered mentoring, technical and business support.

At the end of "Stage 2", up to 3 best Beneficiaries will be offered the "Stage 3" support, including the potential private capital investments.

1.3 What types of costs can the funding cover?

The grants awarded to L4MS Beneficiaries can be spent on:

- Personnel costs (involvement of employees in the L4MS experiment)
- Purchase or leasing of testing equipment and/or prototyping elements and devices, if this is necessary for the execution of the experiment
- Other purchases, if justified by the experiment rationale and necessary for execution of the experiment
- Travel, if necessary for execution of the experiment.

Concerning the 2nd L4MS Open Call, this is the summary of its main facts and figures:

- Project's full name: Logistics for Manufacturing SMEs
- Project's Acronym: L4MS
- Call identifier: L4MS: Logistics for Manufacturing SMEs experiments
- Call title: L4MS 2nd OPEN CALL
- Grant agreement number: 767642
- Publication date: 01/09/2019
- Deadline: 30/11/2019 at 13:00 (CET)
- Expected duration of participation in acceleration programme: from January 2020 to November 2021 (if beneficiaries success across different stages, see additional info below)
- Indicative budget for the call: €1.512.000
- Maximum funding request per proposal: €250,000 for the most promising projects (if beneficiaries succeed across different stages, see additional info below)
- Submission language: English
- Web address for full open call information: www.L4MS.eu
- Web address for proposal submissions: www.L4MS.eu
- Web address for registration interest in the Brokerage services: <https://l4ms-registration.fundingbox.com/>
- E-mail: helpdesk@L4MS.eu

¹ Expert Group members are appointed by L4MS project and coming from the L4MS consortium partners.

² External experts are independent evaluators, assigned by L4MS project to score the applications. These are experts in Logistics and manufacturing industry, with – potential – previous experience in evaluation processes.

³ This document presents the selection process in the open call only. Selection stages at the end of Application Experiment Definition and Application Experiment Execution are not part of this guide.

⁴ Criteria for "Stage 2" selection include: increase in productivity, significant reduction of the initial cost, increase in Return On Investment (ROI), increase in the number of Manufacturing SMEs using logistics automation, increase in number of small system integrators capable of installing logistics automation solutions.

2 Eligibility criteria

All Applicants will have to abide to all general requirements described in Sections from 2.1 to 2.8 of this Guide for Applicants available at www.L4MS.eu in order to be considered eligible for the Logistics for Manufacturing SMEs Open Call for experiments.

2.1 Type of beneficiaries

The Experiments may be composed of a combination of the following types of applicants who are registered in EU and the Associated countries in H2020 programme (see below):

- Manufacturing SME⁵ or MidCaps
- System Integrator which usually is an ICT or Manufacturing equipment SME or a MidCap
- Technology supplier or AGV Manufacturer which usually is also an SME or a MidCap
- Research Organisation which usually is a CC/RTO/University/DIH etc.

MidCaps – definition and calculation

Company category	Staff headcount	Turnover	OR	Balance sheet total
Mid-cap	>3000			

How we will calculate the staff headcount to define MID CAP status

1. An **‘autonomous enterprise’** is any enterprise which is not classified as a partner enterprise within the meaning of paragraph 2 – we calculate staff of this company only
2. **‘Partner enterprises’** - we will add up the staff headcount of the applicant and all partner enterprises. Partner enterprise is an enterprise in which an applicant holds 25 % or more of the capital or voting rights and all enterprises which hold 25% or more of the capital or voting rights in an applicant enterprise. All companies – linked to the first level enterprises – will be also taken as partner enterprises. We will add up their (partner companies’) staff up to the fourth degree of remoteness from the applicant.

However, an enterprise may be ranked as autonomous, and thus as not having any partner enterprises, even if this 25 % threshold is reached or exceeded by the following investors:

- (a) public investment corporations, venture capital companies, individuals or groups of individuals with a regular venture capital investment activity who invest equity capital in unquoted businesses (business angels), provided the total investment of those business angels in the same enterprise is less than EUR 1 250 000;
- (b) universities or non-profit research centres;
- (c) institutional investors, including regional development funds;
- (d) autonomous local authorities.

Proposals can be submitted by any 2 or more of the aforementioned type of entities (in the form of a consortium). Consortia applying to the call have to include at least one Manufacturing SME or MidCap and one more entity from the remaining types per proposal. Projects are encouraged to support cross-border cooperation, involving independent entities from different EU Member States or associated countries.

The Call will also accept individual applications. In this case, the L4MS project team - through its brokerage services – will be supporting the Applicant in finding the right partner(s), in order to form a consortium and submit an Application Experiment proposal.

The applicants involved in the experiment applications can NOT include any L4MS partners (directly or indirectly).

⁵ SME definition: A SME will be considered as such if it complies with the Commission Recommendation 2003/361/EC. As a summary, the criteria which define a 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 €.

2.2 Eligible countries

Only applicants established in any of the following countries (hereafter collectively identified as the ‘Eligible Countries’) will be eligible for the L4MS Acceleration Programme (more information of the eligible countries [here⁶](#)):

- The Member States of the European Union
- The Overseas Countries and Territories (OCT) linked to the Member States
- The Countries Associated to Horizon 2020: the latest information on which countries are associated, or in the process of association to Horizon 2020 can be found in the in the H2020 online manual.
- The countries mentioned in Section 2.2 of the Guide for Applicants, except exclusion rules that might be applicable by H2020 programme in the deadline date of the open call (see footnote) and provided that natural or legal persons, groups or non-State entities are not covered by the Council sanctions in force. Please see: the consolidated list of persons, groups and entities subject to EU financial sanctions, available at http://eeas.europa.eu/cfsp/sanctions/consol-list_en.htm

2.3 Type of activities

L4MS is looking for proposals addressing the topics linked to the human-robot, highly configurable or fully autonomous logistic systems.

Proposals shall validate the cost effective and rapid deployment of mobile robots in manufacturing SMEs and MidCaps through virtualization (OPIL + 3D factory simulator). The experiments shall demonstrate the value of the solution to really reduce the installation, deployment and configuration time and cost by a factor of 10. The AEs will be conducted by using OPIL integration platform and 3D simulator, for which free licenses and complete guidance will be offered by L4MS. The AEs should be driven and demonstrated by real industrial cases of manufacturing SMEs and MidCaps. The proposals should address the implementation of small logistics automation solutions tackling the barriers faced by manufacturing SMEs such as (but not limited to):

- End-to-end fully automated logistics solutions
- Hybrid (human-robot collaboration) automated logistics solutions
- Highly configurable automated logistics solutions
- Multi-vendor logistics solutions

Proposals shall outline an initial business plan which ensures the plans for further investment for the commercial implementation of the logistics automation solutions in the manufacturing SMEs. Experiments are encouraged to be complemented by ESIF or other regional or national fund, which will multiply the results of the experiments across Europe.

Use cases with exemplary scenarios, as well as OPIL technology description can be found on www.L4MS.eu

2.4 Types of projects

The most ambitious projects, showing the highest potential as global businesses, will be selected.

The L4MS Consortium is looking for high-growth projects with an already existing market footprint (additional components and, if any, OPIL extensions having TRL 7, 8 or 9) and the ability to generate economic and societal value. Projects should be driven by a real industrial use case corresponding to real and recognised challenges in terms of the adoption of logistics automation, which so far hinder the relevant investments. These should be clearly described and quantified. Projects will have to show their potential to build new industrial value link-chains, as well as any partnership or commitment with a corporate or equivalent strategic partner. Addressing the afore-mentioned challenges should be clearly represented in the use case and demonstrated at the experiment.

The proposals are also encouraged to include information on the potential to multiply their impact at regional and European level (i.e. through the commitment of the National or Regional Authority in the Applicants’ countries to complement them with ESIF or other regional or national funds.

Transversal criteria such as ‘Environment and low carbon economy contribution’ (e.g. reduction of greenhouse emissions), ‘Equal Opportunities’ (e.g. gender balance) and ‘Social Impact’ (e.g. job creation) will be taken into account in the final decision. Transversal elements are recommended, but not mandatory. The more closely the projects match these criteria, the more likely they will be considered for funding.

2.5 English language

English is the official language for L4MS Open Calls. Proposals must be in English in all its mandatory parts in order to be eligible. If video is submitted with the proposal, English should be used as spoken language, or at least the video must be properly subtitled in English. If the mandatory parts of the proposal are in any other language, the

⁶ Concerning the list of eligible countries, including Associated Countries, it will be considered the updated list in the Horizon 2020 portal in the cut-off date of the Open Call.

entire proposal will be rejected. If only non-mandatory parts of a proposal are submitted in a language different from English, those parts will not be evaluated but the proposal is still eligible.

English is also the only official language during the whole length of the acceleration process. This means that any requested deliverables will be admitted only if submitted in English.

2.6 Submission system

Only proposals submitted through the Open Call submission tool at www.L4MS.eu, within the Call duration will be accepted. Proposals submitted by any other means, will not be evaluated.

Only the documentation included in the application form (and in the attachments to the form) will be considered by the Evaluators. It is Applicant's responsibility to include all the necessary information in the form.

Data provided should be actual, true and complete and should allow the assessment of the proposal.

2.7 Absence of conflict of interest

Applicants shall not have any potential conflict of interest with the L4MS selection process and during the acceleration program. All cases of potential conflict of interest will be assessed case by case.

2.8 Multiple submissions

Multiple submissions are not allowed. Only one proposal per applicant can be submitted to L4MS in this open call. Applicants will be asked to confirm that 'they are not submitting any other proposal to this same Open Call' in the Honour Declaration to be accepted before submitting the Application Form. If more than one proposal per Beneficiary is identified by the L4MS project team, only the first proposal which has been submitted for the call, will be evaluated.

2.9 Other requirements

Each applicant confirms:

- It is not under liquidation or is not an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18,
- Its Project is based on the original works and going forward any foreseen developments are free from third party rights, or they are clearly stated,
- It is not 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,
- All statements embodied in the Declaration of honour and also the Information and Consent Sheets, included as annexes, considering the ethical issues that might arise concerning the gathering of personal data, during the application process.

2.10 Grants already received

Funding will not be awarded to individual legal entities that have already received more than 100,000 Euro via open calls (FSTP) from H2020 I4MS and SAE projects. Each Applicant will be asked to provide information confirming the previous funding.

3 Scored criteria

The criteria to be scored by the External Evaluators are as follows:

3.1 Excellence

Within this criterion, the evaluators will be scoring:

- **Clear, sound and relevant objectives:** The Objectives of the experiment should be clearly defined and relevant to the L4MS objective and OPIL capabilities. The objectives should be **driven by a real industrial use case which is part of the consortium as full partner**.
- **Ambition.** The applicants have to present the ambition and innovation of the proposed Experiment beyond the State Of the Art (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models). The ambition in terms of the expected improvement of the current industrial logistics challenges should be clearly demonstrated in the use case industrial partner. This should be detailed in the relevant description of the use case of the industrial production line of the manufacturing partner and the KPIs to measure this improvement.
- **Quality of the technical approach:** A detailed technical approach will present clearly the OPIL components to be adopted and the new components -extensions that the experiment will contribute. The technical approach should include the development of a digital twin to support the decisions. The existing TRL of the involved components should be also provided.

3.2 Impact

Within this criterion, the evaluators will be scoring:

- **Market opportunity:** The applicants have to demonstrate a clear idea of what they want to do and whether the new/improved product has market potential, e.g. because it solves a problem for a specific target customer group. The expected business impact of the proposed experiment for the partners involved should be clearly described and quantified, primarily for the industrial partner whose challenges are the focus of the experiment (take up, business indicators improvement, other benefits), as well as the potential business benefits and competitive advantages of the other partners.
- **Competition:** The applicants have to analyse the competition for their particular product/service and the business potential of the idea (market disruption potential) i.e. the products/services to be brought to market can be clearly differentiated from the competition and identify the expected competitive advantages. The potential market addressed and the links to reach this market by the consortium should be defined.
- **Commercial Strategy and Scalability:** The applicants have to demonstrate the level of scalability of the new/improved product, not only by addressing the solutions to specific problems but also by presenting a wider solution that is able to be commercialised and solve a structural problem in a specific sector/process/etc.
- **Complementarity with other Funds:** Experiments that bring a commitment of their National or Regional Authority to complement them with ESIF or other regional or national fund, are encouraged as evidence of the potential to multiply the project impact at regional and European Level.

The evaluators will be scoring the level of contribution towards the strengthening of the European industrial capacity for production in Europe, increasing the digital leadership in Europe for tech and non tech sectors.

3.3 Implementation

Within this criterion, the evaluators will be scoring:

- **Workplan:** the workplan of the experiment should be clearly described and fully aligned with the objectives (stated above), including task descriptions, deliverables and milestones. The time plan should be realistic and achievable.
- **Risks** should be clearly identified and the mitigation strategy should be credible.
- **Team:** The project team must demonstrate their management and leadership qualities, their ability to take a concept from ideas to market, their capacity to carry through the implementation of their ideas and understand the dynamics of the market they are trying to tap into. The team should be balanced, cross-functional and fully dedicated to the project and with a strong background and skill base. Cross-border teams are encouraged to apply. The role of each partner in the experiment should be clearly defined.
- **Resources:** Demonstrate the quality and effectiveness of the resources assigned in order to get the objectives/deliverables proposed. One important aspect is that applicants detail the support expected by the L4MS consortium in technical advice and/or infrastructure to be provided by the L4MS CCs.

Transversal criteria such as 'Environment and low carbon economy contribution', 'Equal Opportunities' and 'Social Impact' will be also considered by evaluators when scoring the proposals.

All criteria will be scored by independent experts (evaluators), appointed by the L4MS consortium.

Each evaluator will rank the application assigning a score from 0 to 5 for each criterion and produce an Individual Evaluation Report. The final score will be calculated as an average of the individual assessments provided by the Evaluators, after normalising in order to compensate for scoring bias.

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. The final score on each criterion will be given by the average of the two most similar scores.

The default threshold for individual criteria is 3. The default overall threshold, applying to the sum of the three individual scores, is 10. And, the criterion Impact is given a weight of 1.5 to determine the final ranking.

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

- Commitment of National or Regional Authority to complemented them with ESIF or other regional or national fund
- Business Opportunity score,
- Team score,
- Date of submission: earlier submitted proposals go first.

A 'Ranking List' will be elaborated and pass to the next phase.

4 Preparation and submission of the proposals

Proposals have to be submitted through the L4MS Marketplace website: www.L4MS.eu. Applications submitted by any other means will not be considered for funding.

The proposals – submitted through the online platform – will include the following sections:

1. **Legal and contact information** (provided as online form)
2. **Main part of the proposal** (provided as online form), consisting of the following parts:
 - a. EXCELLENCE
 - b. IMPACT
 - c. IMPLEMENTATION

The proposal form can be found on www.L4MS.eu.

3. **Feedback on Dissemination Strategy Monitoring (optional)**: multiple choice questions requested by the Consortium related to where and how the Applicants have learnt about the L4MS project and its Open Calls.
4. **Declaration of honour** – confirmation of the exclusion criteria and absence of conflict of interest to be accepted by the Applicants.
5. **Informed consent form** – the acknowledgement of the participation in the Open Call, included in ANNEX 1 of this Guide, and information on the clauses that must be accepted by applicants in the on-line application form.
6. **Processing of personal data** – legal requirements related to the processing of the personal data of the Applicants (in accordance with the General Data Protection Regulation, EU 2016/679)

Additional material which hasn't been included and specifically requested in the online application form will not be considered for the evaluation of the proposals. Data not included in the proposal will not be taken into account. The L4MS consortium makes it best effort to keep all provided data confidential, however, for the avoidance of doubt, the Applicant is solely responsible to indicate its confidential information as such.

Applicants are strongly recommended **not to wait until the last minute to submit the proposal**. Failure of the proposal to arrive in time for any reason, including extenuating circumstances, will result in rejection of the proposal. Applicants are solely responsible for verification of the completeness of the form. Data not included in the form will not be taken into account during assessment regardless of the reason for not being included.

5 Summary of the evaluation process

The L4MS selection process has been designed to be fair, easy and interesting for the Applicant. After the proposal submission, (on receipt of each proposal), the system will send an Acknowledgment of receipt to the proposer.

The selection process will be as follows:

Phase 1. General Eligibility Check

All applications have to comply with all the ELIGIBILITY CRITERIA, as detailed in Section 2. Eligibility criteria. They also need to be submitted through the online form at www.L4MS.eu. Proposals submitted by any other means, will not be considered for evaluation.

The applications have to be submitted before the closing time and date of the call round, November 30, 2019, 13 CET Brussels time. The time recorded during the submission process through www.L4MS.eu, will be the taken as the official time of submission.

Phase 2. External Evaluation

All applications having successfully passed phase 1 will be assessed and scored by two External Evaluators (selected by the L4MS consortium), on the following criteria, as detailed in Section 3. Scored criteria:

- Excellence
- Impact
- Implementation

Additionally, Transversal criteria such as 'Environment and low carbon economy contribution', 'Equal Opportunities' and 'Social Impact' will be also considered by evaluators when scoring the proposals.

Phase 3. Consensus Meetings

The project partners will be evaluating the proposals on the relevance to the project.

The 'Selection Committee', composed by the External Evaluators and representative consortium partners, will decide by consensus the ranking of the proposals, the 'Provisional list of finalists', who will be invited in the Sub Agreement Setup Process, described below.

Up to 10 Application Experiments will be funded, based on the overall quality of the proposals. After signing the sub agreement contracts with the L4MS project, the Application Experiments will enter the L4MS 'Smartization program' "Stage 1", and will be eligible for continuing on "Stage 2" and "Stage 3", as detailed in Section 1. Overview and summary of the Open Call.

Phase 4. Champions Bootcamp (Jury Day)

The selection of the Experiments will be done during a Jury Day (organized in the framework of the 'Champions Boot Camp'). The 'Jury' will interview the applicants in person.

The Criteria that the Jury will take into account to select the projects are based on the capacity of the AEs in making a real impact on the market.

The criteria will be:

- Increase in productivity
- Significant reduction of the initial cost
- Increase in Return on Investment (ROI)
- Increase in the number of manufacturing SMEs using logistics automation
- Increase in the number of small system integrators capable of installing logistics automation solutions

Phase 5. ScaleUp Bootcamp

The selection of the Application Experiments passing to the next stage will be done during a BootCamp. The Jury will be composed of potential investors and 'EG' members. The investors with the help of 'EG' members, will select the projects that will receive further support in the scope of getting additional private funds, based on the scalability potential of the experiments developed.

For more information about the evaluation process, please consult the 'L4MS Guide for Applicants'.

5.1 Sub Grant Agreement Setup Process

To sign a Sub Grant Agreement with the L4MS project, applicants will be checked against the fulfilment of the legal requirements of the L4MS consortium. The Beneficiaries included in the 'Provisional List of Finalists' will have to provide all documentation required to prove their compliance with the Eligibility Criteria described in Section 2.

More specifically, the following documentation will have to be provided:

1. Status information of the beneficiaries:

- Legal Entity form: signed and stamped.
- SMEs check list: signed and stamped. Following a simplified version of the EC SMEs check list. In the event they declare being non-autonomous: the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations.
- Financial information. It includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company.
- Legal existence. Company Register, Official Journal or similar, showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
- In cases where either the number of employees or the ownership is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc.

2. Confirmation of the following aspects included in the Honour declaration accepted by proposed beneficiaries before submitting the Application Form:

- Beneficiaries are not submitting any other proposal to this Open Call (internal check), as provided for in Section 2.8
- Beneficiaries will not take part in another L4MS Acceleration Program while participating in the L4MS Smartization Programme.

3. Bank account information: The account where the funds will be transferred to shall be indicated via a Financial Identification form signed by the Beneficiary and its bank. The account holder will have to be the SME. Bank account should be denominated in EURO.

All abovementioned documents should be provided in English.

The documentation will have to be provided within deadlines communicated when enlisted in the “Provisional List of beneficiaries” (whether immediately or after the waiting list). In case the requested information is not provided in time without clear and reasonable justification, this will directly end the ‘Sub-grant Agreement’ setup process and projects inside the ‘Reserve List’ will substitute the failing applicants inside the “Provisional List of beneficiaries” in order of ranking. Time for establishment of the company in eligible country cannot be extended under any circumstances. Once all these formalities are covered the Consortium (represented by its coordinator VTT) will sign the ‘L4MS Sub-grant Agreement’ with the final beneficiaries. The applicants who undersign the SGA will be declared beneficiaries of the 2nd L4MS Open Call.

6 Applicants Communication Flow

6.1 General communication procedure

The applicants will receive the communications after each step of the evaluation process indicating if they passed the phase or not. A communication will be sent to applicants eliminated, including the reasons for the exclusion.

6.2 Complaints procedure

If, at any stage of the evaluation process, an Applicant considers that a mistake has been made or that the Evaluators have acted unfairly or have failed to comply with the rules of L4MS Open Call, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to: helpdesk@L4MS.eu

Any complaint made should include:

- Contact details (including postal and e-mail address).
- The subject of the complaint.
- Information and evidence regarding the alleged breach.

Anonymous complaints will not be accepted.

Complaints should also be made within three (calendar) days since the evaluation results are presented to the Applicants.

As a general rule, the L4MS Team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than seven days from the date of reception of the complaint, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the L4MS Team will inform the complainant by email.

7 Obligations of Beneficiaries

Each selected Beneficiary will sign the 'L4MS Sub-Grant Agreement' with the L4MS consortium. The funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project L4MS, and are therefore funds owned by the European Commission: Management of the L4MS funds has been transferred to the project partners in L4MS via the European Commission Grant Agreement Number 767642.

The 'L4MS Sub-Grant Agreement' will include the set of obligations that the Beneficiaries have towards the European Commission. It is the task of the Beneficiaries to satisfy these obligations and of the L4MS consortium partners to inform the Beneficiaries about them.

8 Intellectual Property Rights (IPR)

8.1 Originality of the sub-granted projects

The applicants should base their proposals on original work and foreseen developments should be either free from third-party rights or, if third-party rights exist, they should be clearly stated and managed.

The L4MS consortium is not obliged to verify the authenticity of the ownership of the future products and services, and any issues arising from third-party claims regarding ownership of the Application Experiment results are the sole responsibility of the sub-granted parties.

8.2 IPR ownership of the sub-granted projects

The ownership of all IP created by the Beneficiaries in the context of the Application Experiments, will remain with the beneficiaries, who will be the unique owners of the technologies created within the framework of their sub-granted projects. Beneficiaries will have to identify IP results that are created during the Application Experiment and plan how IPR will be managed.

8.3 Communication obligations

The beneficiaries must promote the Application Experiment and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.

Any communication or publication of the Beneficiaries shall clearly indicate that the project has received funding from the European Union and the L4MS Project within the H2020 programme, displaying the EU and L4MS logos on all printed and digital material, including websites and press releases.

The L4MS project may use, for its communication and publishing activities, information and media related to the Application Experiment, provided that confidentiality obligations are maintained and legitimate interests of the beneficiaries are not compromised.

9 Support to the Applicants

For more information about the L4MS Open Call, please check:

- The FAQ section included at www.L4MS.eu
- Webinars (details about the date and timings will be provided at www.L4MS.eu)
- Brokerage support – individual entities seeking potential partners to build consortia for the proposal submission will be offered support in connecting with suitable potential cooperants. The services will be provided by L4MS consortium.
- Support material presenting OPIL platform and use case examples for illustration of the potential project scenarios
- The 'L4MS Guide For Applicants' available at the Open Call website: www.L4MS.eu and <https://l4ms-open-call.fundingbox.com/>

For further information on the Call, in case of any doubts regarding the eligibility rules or the information that is to be provided in the Application Form, or if you encountered technical issues or problems with the Application Form, please contact the Technical Helpdesk email: helpdesk@L4MS.eu

When contacting the Technical Helpdesk, please include the following information in your email 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.)
- Screenshots of the problem.

10 Schedule

The Table 1 below presents the **approximate dates** during which each of the evaluation phases will end and the number of Applicants will go through to the next phase.

Description	Time	Approximate Date
General Eligibility Check		17/12/2019
External Evaluation		21/01/2020
Consensus Meetings		22/01/2020

Table 1. L4MS 2nd Open Call schedule

The schedule is based on estimations according to the expected number of proposals received and the actual timing of the consecutive phases may vary.

11 Applicable law

Any matters not covered by this Guide for Applicants will be governed by Belgian law, in particular the provisions of the Polish Civil Code and the law of the European Union.

Annex 2. Processing of Personal Data

DATA ADMINISTRATOR

The administrator of personal data is VTT Technical Research Centre of Finland Ltd (Vuorimiehentie 3, Espoo, P.O.B. 1000, 02044 VTT, Finland), , contact .ali.muhammad@vtt.fi.

Processor of the data is FundingBox Accelerator Sp. z o.o. (Al. Jerozolimskie 136, 02-305 Warsaw, Poland), contact privacy@fundingbox.com .

SUBJECT

Administrator processes personal data of the Applicant – IP address, contact details, representatives, data of the team members, other data voluntarily provided by Applicant during completing Application Form.

PROCESSING OBJECTIVES, LEGAL BASIS AND RETENTION

The purpose of processing	Legal basis for processing	Period
To run an open call and collect data necessary to evaluate applications submitted in the L4MS 2 nd open call	The legal basis for processing is indispensability to implement the legally justified interest of the Administrator, consisting in the implementation of the contract and the selection of projects for co-financing (Article 6 paragraph 1 point f) GDPR in this respect, the Administrator provides personal data to project partners and evaluators (the legal basis for passing personal data is art. 6 par. 1 point a) - user's consent (consent to share data is granted by the User through its confirmation action at the moment of signing up for a specific project via the button ("Apply now"))	6 years after completing the L4MS Project
For the implementation of contracts for co-financing concluded by Administrator with the EC	In this respect, the Administrator might provide personal data to project partners and EC. The legal basis for processing is art. 6 par. 1 point a) - user's consent (consent to share data is granted by the User through its confirmation action at the moment of signing up for a specific project via the button ("Apply now"))	6 years after completing the L4MS Project
In order to possibly establish and enforce claims or defend against them	The legal basis of the processing is the legitimate interest of the Administrator (Article 6 (1) (f) of the GDPR) consisting in the protection of its rights	10 years after completing the L4MS Project
For analytical and statistical, as well as reporting purposes	The legal basis for processing is the Administrator's legitimate interest (Article 6 (1) (b) of the GDPR)	6 years after completing the L4MS Project

DATA RECEIVERS

The administrator will transfer personal data only to trusted recipients such as Project Partners (a complete list of the project partners can be sent, upon request, when addressing : privacy@fundingbox.com), evaluators, IT service providers, accountants, law firms, postal and courier companies.

YOUR RIGHTS

Due to the fact that FundingBox process your personal data, you have the right to:

1. request access to your personal data,
2. demand the rectification of their personal data,
3. request to remove or limit the processing of your personal data,
4. object to the processing of your data,
5. fill a complaint to the authority (the President of the Office for Personal Data Protection).

Providing data is voluntary, although it is necessary to participate in the L4MS 2nd Open Call. Without providing your data, it is not possible to contact you and evaluate the application.

Annex 3. Information sheet

INFORMATION SHEET

Project title: L4MS

Project coordinator: Ali Muhammad, VTT (ali.muhammad@vtt.fi)

About the project

The ambition of **L4MS** (Logistics for Manufacturing SMEs) is to reduce the installation cost and time of mobile robots by a factor of 10. It will enable inexpensive deployment of small and flexible logistics solutions requiring no infrastructure change, no production downtime and no in-house expertise. The investment in logistics automation will become extremely attractive for European manufacturing SMEs and MidCaps. The use of mobile robots will not only automate the logistics (50% of the production cost) but will also provide unprecedented flexibility on the factory floor for batch production.

The L4MS will deliver an **open industrial IoT platform** called OPIL (Open Platform for Innovations in Logistics) together with a 3D simulator to completely virtualize the intra-factory logistics automation and drastically accelerate the innovation process in this area.

L4MS will launch **2 Open Calls to select 20 Experiments**. Those experiments will be used as “proof of concept” to test the **L4MS marketplace**. The experiments will help to confirm if the platform really contributes to reduce the installation, deployment and configuration time to less than 4 weeks in total, in sector of industrial robotics. In order to demonstrate and test it -as well as the task distribution and usability of the L4MS platform- the project aims to setup 3 type of experiments:

- Hybrid (human-robot) and interactive logistics systems
- Highly configurable (multi-vendor) logistics systems
- Fully autonomous logistics systems

The top 20 winners of 2 Open Calls will get access to:

- Matchmaking with system integrators and mobile robots manufactures
- Funding up to €100,000 per party
- State-of-the-art test environment within your region
- Business developers for innovative business and service models
- Technology expert for adopting latest logistics automation solutions
- Training to re-skill workers at your door step
- Finance for scaling up the new business and service models

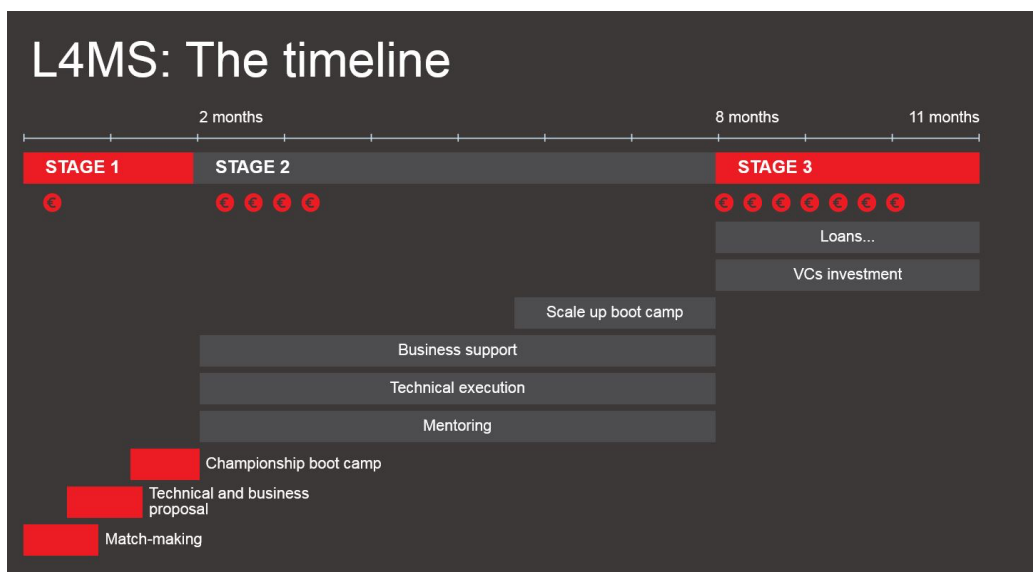


Figure 4. Overview of L4MS Acceleration Programme

Who is responsible for the data collected in the project?

FundingBox is the responsible for the data collected in the project, namely through **the information provided by applicant SMEs through the L4MS community and/or the Application Form data requested for their participation in the project Open Calls to provide financial support to third parties at: www.l4ms.eu**

You can contact the Project Coordinator for any further queries you may have.

The LM4S will follow the EU directives and regulation which have a significant impact on Data Protection:

- The Charter of Fundamental Rights of the European Union;
- The European Convention on Human Rights and its Supplementary Protocols;
- Directive (EU) 2016/680 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data by competent authorities for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, and on the free movement of such data, and repealing Council Framework Decision 2008/977/JHA.
- General Data Protection Regulation (GDPR), that is applicable as of May 25th 2018, and which introduce multiple changes with respect to the former legislation (i.e. Directive 95/46/EC) regarding to 'protection of the fundamental rights and freedoms of natural persons and in particular, their right to the protection of personal data', and Directive 2002/58/EC on privacy and electronic communications

Personal data to be collected and consequently protected through the Community and Open Calls

The data that will be collected, and consequently protected in the L4MS sign-up process and/or open calls, according to aforementioned directives and regulations, as described below may content (non-exhaustive list):

- E-mail
- Country;
- Organization name;
- Project name;
- Address;
- Number of team members;
- Funds requested;
- Verticals Targeted;
- Solution type;
- Name of the coordinator and names of the team members;
- Project's Abstract;
- Brief description of the concept;
- Company - years of experience.

Methods of data collection, storage and sharing

L4MS will collect data of European SMEs, MidCaps and other beneficiaries (i.e. system integrators, technology suppliers, research organizations), through an online form available at www.L4MS.eu. **The information gathered will serve to evaluate and fund the most promising projects (Application Experiments, AEs) in the area of solutions supporting logistics in the manufacturing sector.** Therefore, it is necessary to collect, store and process the online forms that will be submitted by the Applicants.

The data will be exploited for three main purposes:

- evaluation of proposals;
- impact assessment of the open calls and/or the project;
- statistics;
- AEs execution phase;

The personal data listed above, will be stored and secured in the FBOX online platform in order to guarantee the access only to those partners **authorised via authentication**. External Evaluators (experts in the logistics in manufacturing sector), will be responsible of evaluating the proposal and thus will be granted access to a limited number of projects. Under no circumstances personal data will be released during the implementation of the project.

The **anonymised** datasets will be exploited through the **creation of maps and charts** that will be updated at the end of the selection process of each Open Call. The maps and charts generated will be publicly shown as part of the **dissemination activities** of the project. The full data set of anonymised data will be also available for third parties that would request access to the info for research purposes.

Anonymised datasets will be kept **4 years after the end** of the project for research purposes. Any extension of this period or change in the purpose of the use of data will require your previous authorisation. After this period data will be **erased definitively** from the project repositories.

What are your rights as a participant?

Taking part in the L4MS project as the Open Call Applicant is voluntary. You may choose not to take part or subsequently cease participation at any time.

Do not hesitate to contact the project team in case you are interested in knowing more about the project and learn about the published results.

Will you receive any payment or monetary benefits for your data collection?

You will receive **no payment for the fact of providing the personal data** collected by the project, as described above.

Therefore, you should **not expect any royalties or payments in concept of “data collected”** from the project in the future.

The only expected benefit might refer, **not to the collection of data itself, but to the fact of providing those data with the aim of participating in the open calls and receiving financial support** according to the conditions established by the open call(s) requirements, and which will be published in www.L4MS.eu

On the other side, the **data will not be used by any member of the project team for commercial purposes.**

For more information

If you have any further questions or concerns about this application process, please contact:

Kati Nikopensius, FundingBox

E-mail: kati@fundingbox.com

What if I have concerns about this project?

If you are worried about any of the information requested, or if you are concerned about how it is being collected, you can contact the Project Coordinator of the L4MS project, Ali Muhammad at: ali.muhammad@vtt.fi



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