

Q & A Document

What is the programme about?

This programme is about international exchanges, where one can **exchange and share knowledge** with other partners to **foster collaborations** and **work on potential business opportunities**. The exchanges can be both physically and virtually and are co-organised by representatives of leading European cluster organisations, and engaged entities may get financial benefit for participation in physical exchanges

How can we benefit from the registration in the IT Tool for the exchange programme? Is it the IT Tool available?

The registered entities can participate in international exchanges and open new opportunities for boosting their international business or R&D collaboration in the European geographical area with relevant strategic partners.

The [IT Tool](#) is already available for the registration of participants.

How to get registered for the IT Tool?

The registration process itself is **not difficult, but it takes a bit of time**, as it **must include a motivation** on why to participant in the programme.

Would it fit to the programme to offer basic or advanced training courses to companies and institutions?

Yes, however training courses are usually longer than one week.

Are there any restrictions for the exchanges?

All kinds of exchanges are possible as long as they fulfil the [eligibility criteria](#).

Will there be financial benefit for every visit?

No, there will only be **financial benefit as a visiting organisation once**.

Does the large companies can take part to the exchanges?

No, large companies are no eligible participants for ClusterXchange programme.

Can a regional development agency take part in the exchanges?

No, regional development agencies are no eligible participants for ClusterXchange programme.

How does the situation go if a physical exchange has to be cancelled because of the sanitary situation?

“If the exchange has to be cancelled within the week of stay, **for reasons of force majeure** or reasons outside the control of the visitor, the **actual expenses incurred by the visitor and supported by the corresponding invoices will be reimbursed** up to the limit of the monthly allowance.”

Are there some deadlines to participate in the programme?

There is not a specific date to apply for the programme. The only restriction is that exchanges have to be organised during the project lifetime, from **February 2020 to February 2022 for BluesXchange**.

Whether an employee of a company participating in the exchange as a VO must be employed under an employment contract?

No, there are no such requirements.

Whether affiliated companies can participate in the exchanges?

Yes, there are no limits.

Is it possible to coordinate the exchange date between the participants?

Yes, during the matching and exchange building processes, there is a forum space to discuss relevant issues, such as the date, objectives, agenda, expected results, etc.

Do we have to indicate during the registration that we aim to participate in virtual exchanges?

No, but for virtual exchanges, you also have to register in the IT tool, initiate the match, and after agreeing on the match, the process moves out the IT Tool without any validation steps (**the participants must not validate the match on the IT Tool**).

Who should create the profile and upload the CV in the platform?

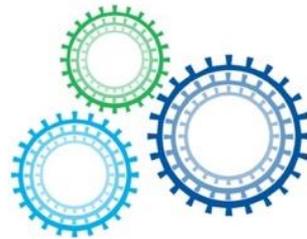
For **visitors** should be the **person that will participate in the exchange** and for **host organisations** should be **the person directly involved in the management** of the organisation with the right decision level.

Can an SME participate as host organisation?

Yes, SMEs from a COSME participating country that are cluster members can participate both as host and visitor.

How many people can participate in the exchange as visiting organisation in my company?

Only one person from each organisation can participate as a visitor.



Blues

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