

**Business Cooperation Form**

**Personal data collected through the Business Cooperation Form are used to communicate with the EEN services user, to send notifications and inquiries related to the company profile and information about the EEN network, its services and news, and may be transmitted to a third party in the following cases:**

* **the control body for the implementation of the content and outputs of the project**
* **other partners in the EEN system with an aim of providing information to potential business partners**
* **for the purpose of recording supply / demand data in IT systems Merlin and IMT**

**Company profile – Description of the company**

(Gray fields are confidential and intended exclusively for internal use. Mandatory fields are marked with the asterix – \*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company name\*:** |  | **City\*:** | |  | **Country\*:** |
|  |  |  | |  |  |
| **Street\*:** | | | |  | **Postcode\*:** |
|  | | | |  |  |
| ***Web*-address\*:** |  | **Contact person\*:** | | | |
|  |  |  | | | |
| **Position within the company:** |  | **Phone\*:** | |  | **Fax\*:** |
|  |  |  | |  |  |
| **Contact email:** |  | |  | | | |
|  |  | |

(It is necessary to fill out the white fields. All mandatory fields are marked with the asterix – \*)

|  |  |
| --- | --- |
| **Field name** | **Required information fields** |
| **Summary of the offer/request**  **(1-500 characters)** | This field constitutes the basis on which the reader forms an opinion. It should be clear, concise, attractive and free of spelling errors, typos and unexplained acronyms. You can also include commonly used acronyms, which do not need an explanation (such as DNA, SME, ICT/IT, OEM, ISO, GPS, and NASA). Within the limited space (500 characters), it should summarize the main information contained in the profile. It is therefore advisable to write the summary last. The summary should never be a copy-paste of the title or of the first paragraph of the description. If you target five or fewer countries, they should be mentioned in the summary. |
| **Description**  **(100-4000 Characters)** | The description should be perceived as a full stand-alone text. Here you have the opportunity to describe the company, products and services and cooperation in more detail. Your text in the description should give enough details to help a potential partner decide whether or not to make an  Expression of Interest.  A good description gives a clear outline of the client's background, what they do and what they offer or request and especially clarifies why and how an international cooperation is envisaged.  The description should be well structured and written in full sentences.  It is recommended to attach a picture or drawing to the description field. This can be done in the attachments tab of the new profile. The following types can be uploaded: .jpg, .jpeg and .gif. Make sure that the brand names / company's name are not visible on the picture or in the title of the file. |
| **Advantages and Innovations**  **(50-2000 characters)** |  |
| **Stage of development** | Already on the market  Available for demonstration  Concept stage  Field tested/evaluated  Project already started  Project in negotiation - urgent  Proposal under development  Prototype available for demonstration  Under development/lab test |
| **Comments Regarding Stage of Development** | You can add any additional comments regarding the stage of development. It may be useful to clarify in greater detail the exact stage of development and any factors, which require consideration. The text should be clear and understandable and not contradict statements made elsewhere in the profile. |
| **Technical Specification or Expertise Sought** | This field allows you to explain in more detail which main features and/or innovative aspects the required technology/product/service should have. |
| **IPR Status**  It is possible to choose more than one field | Copyright  Design rights  Exclusive rights  Granted patent or patent application essential  Other (registered design, new plant species etc.)  Patent(s) applied for but not yet granted  Patents granted  Secret know-how  Trade Marks |
| **Comments Regarding IPR Status** | If applicable, add any additional comments regarding the status of intellectual property rights (IPR). Ensure that no information provided in the field contradicts to other sections of the profile and that the text is clear, understandable and free from spelling mistakes and typos. |
| **Restrict dissemination to specific countries** |  |
| **Type and Size of Client\***  (Company filling the form) | SME <= 10  Multinational enterprise > 500  SME 11-49  Inventor  SME 50-249  Other  250-499  R&D Institution  > 500  University |
| **Year established\*** |  |
| **Turnover \*** **(in mil. EUR)** | < 1 million  50-100 million  1-10 million  100-250 million  10-20 million  250-500 million  20-50 million  More than od 500 million |
| **Already Engaged in Trans-National Cooperation** | Yes  No |
| **Certification Standards** | If applicable, indicate all internationally recognized standards that the client has (e.g. ISO9001). All major global standards can be selected including major variants of: AS, BS, DIN, ECOCERT, ELOT, EMAS, EN, FSC, GOST, ISO, OHSAS, MGIP, SA, SO, SPWG, TCO, TS, TSE, HACCP and VESA standards. For standards that are recognized at regional and national level, select ‘Other’. |
| **Languages\*** | Indicate all languages that the client can speak to a professional, business level. |
| **Type and role of partner sought\***  Include all information relevant for the type of partner, such as affiliation to industry, academia or research organization, etc. | This field is mandatory and very important. Giving specific details about the partner sought will help other Network partners to address the right companies in their regions and create relevant EoIs. For each of the selected cooperation type, please try to indicate the following information in relation to the desired partner:   * Type: describe the type of organization sought (e.g. industry/academia). * Activity: describe the field of activity of the desired partner (e.g. pharmaceuticals, agro-food, etc.) and/or the qualities/expertise it should have.   Role: describe what the partner will be expected to do (e.g. co-development of new drug). |
| **Type and size of partner sought**  It is possible to choose more than one field | SME <= 10  Multinational company > 500  SME 11-50  Over 500  SME 51-250  Inventor  251-500  R&D Institution  University |
| **Type of partnership considered\***  It is possible to choose maximum 3 fields | Acquisition agreement  Commercial agency agreement  Distribution services agreement  Financial agreement  Franchise agency agreement  Joint venture agreement  License agreement  Manufacturing agreement  Outsourcing agreement  Services agreement  Subcontracting |

**To be filled by EEN Expert (not by the client):**

|  |  |
| --- | --- |
| **Title** |  |
| **POD reference** |  |
| **Technology Keywords** |  |
| **Market Keywords** |  |
| **NACE keywords** |  |

Definitions of partnership types

|  |  |
| --- | --- |
| OFFER | REQUEST |
| Acquisition agreement: an agreement governing the merger or the transfer of shares between companies. | |
| Your client offers the company or shares of the company for sale. | Your client wishes to buy shares of a company. |
| **Financial agreement**: an investment agreement in a project or endeavor. It can take the form of a loan or a partial transfer of shares for example. | |
| Your client is looking for investors/investments in their company/project. | Your client wants to invest in another company. |
| **Joint venture agreement**: a business agreement whereby two companies decide to develop a new entity, usually for a well-defined period or for a specific project. Both parties contribute in terms of equity to the creation of this temporary partnership. A joint venture is not simply an agreement to work together on a project. | |
| Your client has a specific project, which requires a Joint Venture and is looking for a partner with supplementary skills/resources to set up a new legal entity. | Your client is looking to join a partner, which has a specific project in a new legal entity. |
| **License agreement**: A transfer of rights involving an authorization (by the licensor) to use the licensed material (by the licensee), in return for a fee or share of royalties. | |
| Your client is offering a license/ looking for licensees. | Your client is looking to buy a license. |
| **Trade intermediary services** | |
| **Commercial agency agreement**: an agreement establishing a fiduciary relationship whereby an agent represents a principal and may take actions that bind the principal legally. Payment to the agent is usually made in the form of a commission but an agent may also work on a retainer basis. | |
| Your client is looking for an agent to represent its products or services. | Your client is willing to act as an agent to represent other companies' products or services. |
| **Distribution services agreement**: an agreement between a company in need of having its products distributed and the distributor that specializes in providing that function. A distribution agreement can be exclusive or not. A distributor is a company that buys and sells products from another company. It is not possible to set up a distribution agreement for services. | |
| Your client is looking for a distributor to sell its products. | Your client is willing to act as a distributor to sell other companies' products. |
| **Franchise agency agreement**: a franchise is the right to market or sell goods or services under the trademarked name, or patented process, of an established business. Under a franchise agreement, the franchisee is permitted and encouraged to use the trademarks and brand name of the franchisor as part of its everyday business practices, but must follow specific guidelines. The franchisor also provides marketing and training support to help the franchisee succeed. | |
| Your client is offering its trademark or process to potential franchises. | Your client wants to become a franchisee. |
| **Long-term service or manufacturing activities** | |
| **Services agreement**: an agreement between two entities where one agrees to provide a specified service to the other on a long-term basis. | |
| Your client is offering a service on a long-term basis. | Your client is looking for someone to perform a specific service on a long-term basis. |
| **Manufacturing agreement**: an agreement between a company, which has developed a product, and a manufacturer with an eye on production of the product. | |
| Your client is offering to manufacture certain products. | Your client is looking for manufacturers of certain products. |
| **Outsourcing agreement**: an agreement between a company and a service provider in which a business process is contracted out to the service provider. | |
| Your client is offering to perform a service (a business process) within the frame of an outsourcing contract. | Your client is looking for companies to which they could outsource part of their business process. |
| **Subcontracting**: a contract with an independent contractor that assigns some of the obligations of a prior contract to this independent contractor. | |
| Your client is offering to become a subcontractor. | Your client is looking for companies to whom they could assign a part of a specific contract. |

Explanation of term “your client” in the table above - it is the company filling this Business Cooperation Form.