



The Change2Twin Certification for Digital Innovation Hubs

Memorandum of Understanding

The Change2Twin project

Change2Twin is an EU-funded project (H2020) which helps manufacturing SMEs in their digitization efforts to deploy digital twins. With a strong focus on the individual needs of companies, it reaches from the analysis of their digitization potential, individual mentoring plan to ready-to-use recipe for digital twin deployment. Participating SMEs will be provided with funding, which will cover the assessment of their digital fitness, preparedness for digital twinning (a 10k€ Assessment Voucher to be used with certified DIH) as well as the deployment of the digital twin (a 90k€ Deployment Voucher to be used with technology providers). For this purpose, Change2Twin cooperates with local Digital Innovation Hubs and technology providers.

The Change2Twin project is being supported by the I4MS initiative and has received funding from the European Union's Horizon 2020 Research and Innovation program under the grant agreement N° 951956.

Terms and Conditions of the participation of the Change2Twin Certified Digital Innovation Hubs Agreement

As part of the Assessment Voucher Open Call, the SMEs selected will be provided with support and services from a Digital Innovation Hub (DIH). Successful SMEs will choose the DIH of their choice among a list of DIHs that have been previously 'certified' by the Change2Twin project. This Agreement describes the terms and conditions of the support delivered by DIHs under the Assessment Voucher. It also describes the general commitments of the DIHs towards the Change2Twin project and its community as well as opportunities and benefits for the DIHs. This agreement is not binding and does not create any legal obligations to act.

The Change2Twin project will:

- Launch the Assessment Voucher Open call on January 28th, 2021 and therefore promote services delivered by the certified DIHs to successful SMEs under the Assessment Voucher
- Make available for the certified DIHs all necessary materials to proceed to the SME digital assessment (Assessment Tools and preparation document, Marketplace access, all supporting documents and presentations delivered during the certification webinar, etc).
- Provide the certified DIHs with an online dedicated space for sharing questions, discussions and documents.

Contact us
DIH@Change2Twin.eu
www.Change2Twin.eu

Change2Twin DIHs
certification scheme





- Involve the DIHs in a wider community gathering innovative SMEs, technology providers, DIHs, EU networks and projects, Change2Twin consortium, etc. The Change2Twin Community is hosted by the I4MS platform in order to benefit from its very large ecosystem and stakeholders contacts and therefore maximise cooperation/ collaboration opportunities.
- Provide a free access to the Change2Twin Marketplace for the certified DIHs in order to properly perform the SMEs Digital Assessment.
- List and promote all certified DIHs in Change2Twin communication channels (mainly on the project website and LinkedIn page).
- Make available on the project website, information about the certified DIHs (names, website links, brief descriptions) so that assessment vouchers' applicants can choose the DIH of their choice among the list of certified DIHs.
- Provide assistance to the certified DIHs if needed. DIHs can rely on the Change2Twin consortium as well as the Assessment team.
- Promote actions of the certified DIHs through Change2Twin social media.

Certified DIHs Commitments

As part of the certification process, you are invited to sign a formal agreement that establishes the framework of the support delivered under the Assessment Voucher as well as general commitments of Change2Twin certified DIHs.

Prerequisite of the certified DIHs

- ✓ Main focus area on Manufacturing.
- ✓ Be enrolled in the European DIHs catalogue (**Smart Specialisation Platform**).
- ✓ Have participated to the 2 days Change2Twin certification webinar that took place on January 13-14, 2021 and get an Information and knowledge Toolkit for completing the assessment services delivered as part of the Assessment Voucher of the Change2Twin Open call.

DIHs services commitments as part of the Assessment Voucher

- ✓ Commitment to support all SMEs that will target your DIH for benefiting from the Assessment Voucher services.
- ✓ Provide the SME with the preparation document before the assessment itself.
- ✓ Organise an interview (physical or virtual) with the SME and provide all details and topics explanation required for a good understanding and completion of the assessment questions.
- ✓ Fill out the assessment tools and analyse the results. All information collected and results will be integrated in a report template.
- ✓ Return the Assessment deliverable (composed of the report template, the Compass Tool and the 7-Steps-Tools duly completed) to the Change2Twin Assessment Team (assessment@change2twin.eu)
- ✓ Present the results of the assessment to the SME and explain the content.

Contact us
DIH@Change2Twin.eu
www.Change2Twin.eu

Change2Twin DIHs
certification scheme





- ✓ Fill in the survey that will be sent to you after the Assessment phase.

General DIHs commitments

- ✓ Disseminate the Change2win activities and funding opportunities (Assessment and Deployment Open Calls).
- ✓ Support SMEs for applying to the Change2Twin Open calls.
- ✓ Use and support the Change2Twin Marketplace during and after the project.
- ✓ Promote the Marketplace towards technology providers.
- ✓ Support the Change2Twin activities and its community in order to consolidate a visible and sustainable network across Europe for the digitalisation of manufacturing SMEs and deployment of digital twin technologies.

DIHs benefits

The Change2Twin certified DIHs will benefit from :

- ✓ Funding opportunities for yourself and your SMEs.
- ✓ Free training on Change2Twin assessment tools and methodology.
- ✓ Promotion on the Change2Twin Marketplace of solutions providers from your ecosystem.
- ✓ Use the Marketplace for finding suitable solutions for the digitalisation efforts of the SMES
- ✓ Visibility of your organisation towards European manufacturing SMEs.
- ✓ Collaboration opportunities with European DIHs.
- ✓ Experience and best practices sharing.
- ✓ Participation to the establishment of a European sustainable network supporting the digitalisation of manufacturing SMEs and deployment of digital twin technologies.

*Indicative Timeline for the 1st Assessment Voucher open call**

- ✓ **Change2Twin Certification webinar** : January 13-14th, 2021
- ✓ **Launch of the Open Call (Assessment Voucher)** : January 28th, 2021
- ✓ **Proposals submission time** : February-March 2021
- ✓ **Applications evaluation process** : April 2021
- ✓ **FSTP Signature** : May 2021
- ✓ **Assessment Phase performed by the certified DIHs**: June 2021
- ✓ **Deadline for submitting the Assessment deliverable**: June 30, 2021
- ✓ **Validation and DIH payment** : July-August 2021 (can be extended to September due to the holiday season constraints)
- ✓ **Launch of the Open Call (Deployment Voucher)** : June 2021

**Dates are subject to change due to unforeseen circumstances.*





Assessment Voucher implementation The Assessment Voucher will be implemented via a lump sum scheme. The lump sum is a simplified method of settling expenses in projects financed from Horizon 2020 funds. It means that grantee is not required to present strictly defined accounting documents to prove the cost incurred (e.g. invoices), but is obliged to demonstrate the implementation of the project in line with the milestones set in the Sub-Grant Agreement. The SME that will apply for an Assessment Voucher will receive up to 10 000€ as a lump sum to cover the costs of contracting a certified DIH of choice.

As part of an H2020 Innovation Action, SMEs can be funded at 70% of the costs, therefore taking into account the financial Voucher support limit of 10 000 Euro, the total cost that can be submitted by the SMEs for the Assessment Voucher Open call application must not be over 14 285 Euro.

The DIH is free to negotiate a price directly with the SME/Midcap based on the estimated amount of effort and related costs needed for delivering the Assessment report. This report must be submitted in English language. The Change2Twin consortium may help resolve any conflicts but is not a party in the contract between the SME/Midcap and the DIH.

For the sake of simplicity and transparency regarding the Assessment Voucher implementation, the Financial Support will be paid against deliverable presented to the Change2Twin consortium by the beneficiary (the SME/Midcap).

The quality of the deliverable will be validated by the Change2Twin Mentoring Committee composed of technical partners of the consortium and will be evaluated according to the following criteria:

- ✓ Submission of the Deliverable to the Change2Twin Assessment Team.
- ✓ Deadline compliance (Deliverable submission deadline to be defined in the SubGrant Agreements signed with the SMEs/Midcaps).
- ✓ Quality and compliance with the Change2Twin assessment methodology (In accordance with assessment training delivered during the Certification webinar).

After the deliverable is validated, the full lump sum of up to 10 000 Euro will be paid to the beneficiary (SME or Midcap).





Contact us

You may contact us at the following email addresses :

- ✓ General Change2Twin email: hello@change2twin.eu
- ✓ Certified DIHs network support: DIH@change2twin.eu/fmartineau@images-et-reseaux.com
- ✓ Assessment team support: assessment@change2twin.eu
- ✓ Marketplace support: marketplace@change2twin.eu
- ✓ Certified DIHs private space : <https://spaces.fundingbox.com/spaces/i4ms-change2twincertified-dihs>
- ✓ Project website: <https://www.change2twin.eu/>
- ✓ Follow us on LinkedIn: www.linkedin.com/company/change2twin

The Change2Twin project

Represented by WP6 leader Images et Réseaux

National Centre of Robotics

František Duchoň

A handwritten signature in blue ink, appearing to be 'FD', located below the name František Duchoň.

Contact us
DIH@Change2Twin.eu
www.Change2Twin.eu

Change2Twin DIHs
certification scheme





ANNEX 1 – Information Clause

The data controller is ASSOCIATION IMAGES ET RESEAUX (4 rue Ampère, 22300 Lannion, France). In all matters regarding personal data, you can contact us using the following email address: DIH@change2twin.eu.

Association Images et Réseaux will process the data in compliance with Article 39 of the Grant Agreement stating that project beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection. The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement.

Purpose of the processing:

To realise the Project goals described in the Grant Agreement (Digital Innovation Hubs network enlargement, support as part of the Open call implementation, communication, events organisation and collaboration opportunities)

Data receivers

Data controller will transfer personal data only to trusted recipients such as the Change2Twin consortium partners (complete list of the project partners is available at the email address: dih@change2twin.eu), European Commission and other affiliated entities (who process personal data on the controller's behalf).

Rights of data subject

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

- 1) request access to your personal data,
- 2) demand the rectification of your personal data,
- 3) request to remove or limit the processing of your personal data,
- 4) object to processing of your personal data (according to the Article 21 of GDPR),
- 5) recourse at any time to the European Data Protection Supervisor.

